

Return this **completed** form to your IDS as soon as possible. This form is for planning purposes only; it does not guarantee an assignment.

Name: _____

Home Phone (____) _____ Work Phone (____) _____ Cell Phone (____) _____

Emergency Contact: Name _____ Number (____) _____

Summer 2012

Courses you would like to teach

Pay Code	Course	Day/Time	Teaching Format		Computer Room
<input type="checkbox"/> Summer pay (SD9) † <input type="checkbox"/> Contract (D1) <input type="checkbox"/> Overload (D9) <input type="checkbox"/> Load Bank (D4) ‡	Special Request:		Lecture <input type="checkbox"/> Face to Face <input type="checkbox"/> Web-enhanced * <input type="checkbox"/> WordPress/Other ** <input type="checkbox"/> Blackboard	Distance Ed*** <input type="checkbox"/> Hybrid <input type="checkbox"/> Online	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Summer pay (SD9) † <input type="checkbox"/> Contract (D1) <input type="checkbox"/> Overload (D9) <input type="checkbox"/> Load Bank (D4) ‡	Special Request:		Lecture <input type="checkbox"/> Face to Face <input type="checkbox"/> Web-enhanced * <input type="checkbox"/> WordPress/Other ** <input type="checkbox"/> Blackboard	Distance Ed*** <input type="checkbox"/> Hybrid <input type="checkbox"/> Online	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Summer pay (SD9) † <input type="checkbox"/> Contract (D1) <input type="checkbox"/> Overload (D9) <input type="checkbox"/> Load Bank (D4) ‡	Special Request:		Lecture <input type="checkbox"/> Face to Face <input type="checkbox"/> Web-enhanced * <input type="checkbox"/> WordPress/Other ** <input type="checkbox"/> Blackboard	Distance Ed*** <input type="checkbox"/> Hybrid <input type="checkbox"/> Online	<input type="checkbox"/> Yes <input type="checkbox"/> No
General Comments/Requests:					

* Web-enhanced (WE) courses are not Distance Education. These courses meet for the full face-to-face lecture time. WE courses are to provide "nice to have" supplements to instruction; not "must have" components of the course (e.g., mandatory online quizzes.)

BlackBoard is not required for Web Enhanced classes. If you choose to use BlackBoard, BlackBoard training is mandatory.

** Web-enhanced courses can also be supported by WordPress sites. To set up a WordPress site, contact Mark Knight at 951/222-8360 or email at Mark.Knight@NorcoCollege.edu

*** Courses must be approved to be offered as Distance Education (DE) through the Curriculum Approval process. Consult your Curriculum Committee representative if you have any question or concerns about the status of your course.
Faculty teaching distance education (hybrid or online) MUST complete Blackboard 9.1 Academy PRIOR TO offering instruction in this format. Information about Blackboard 9.1 training can be found at <http://www.opencampus.com/faculty>.

† Faculty may choose either the summer or the winter intersession for compensation at summer pay rate. (As per contract Article XXI.D)

‡ Only full-course overloads [...] will be eligible for load banking (Article XXII.A.1.)

Fall 2012

Courses you would like to teach

Pay Code	Course	Day/Time	Format		Computer Room
<input type="checkbox"/> Contract (D1) <input type="checkbox"/> Overload (D9) <input type="checkbox"/> Load Bank (D4)†			Lecture <input type="checkbox"/> Face to Face <input type="checkbox"/> Web-enhanced * <input type="checkbox"/> WordPress/Other ** <input type="checkbox"/> Blackboard	Distance Ed*** <input type="checkbox"/> Hybrid <input type="checkbox"/> Online	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Special Request:				
<input type="checkbox"/> Contract (D1) <input type="checkbox"/> Overload (D9) <input type="checkbox"/> Load Bank (D4)†			Lecture <input type="checkbox"/> Face to Face <input type="checkbox"/> Web-enhanced * <input type="checkbox"/> WordPress/Other ** <input type="checkbox"/> Blackboard	Distance Ed*** <input type="checkbox"/> Hybrid <input type="checkbox"/> Online	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Special Request:				
<input type="checkbox"/> Contract (D1) <input type="checkbox"/> Overload (D9) <input type="checkbox"/> Load Bank (D4)†			Lecture <input type="checkbox"/> Face to Face <input type="checkbox"/> Web-enhanced * <input type="checkbox"/> WordPress/Other ** <input type="checkbox"/> Blackboard	Distance Ed*** <input type="checkbox"/> Hybrid <input type="checkbox"/> Online	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Special Request:				
<input type="checkbox"/> Contract (D1) <input type="checkbox"/> Overload (D9) <input type="checkbox"/> Load Bank (D4)†			Lecture <input type="checkbox"/> Face to Face <input type="checkbox"/> Web-enhanced * <input type="checkbox"/> WordPress/Other ** <input type="checkbox"/> Blackboard	Distance Ed*** <input type="checkbox"/> Hybrid <input type="checkbox"/> Online	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Special Request:				
<input type="checkbox"/> Contract (D1) <input type="checkbox"/> Overload (D9) <input type="checkbox"/> Load Bank (D4)†			Lecture <input type="checkbox"/> Face to Face <input type="checkbox"/> Web-enhanced * <input type="checkbox"/> WordPress/Other ** <input type="checkbox"/> Blackboard	Distance Ed*** <input type="checkbox"/> Hybrid <input type="checkbox"/> Online	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Special Request:				
Are you using previously load-banked hours to meet your contract this term?		<input type="checkbox"/> Yes	If yes, please see IDS for necessary paperwork.		
		<input type="checkbox"/> No			
Do you have any reassign time this term?		<input type="checkbox"/> Yes	If Yes:	FTE:	Title of Position:
		<input type="checkbox"/> No		FTE:	Title of Position:
				FTE:	Title of Position:
				FTE:	Title of Position:
General Comments/Requests:					

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