

Your Name: _____

Spring Semester Availability Learning Lab

The Spring 2019 semester schedule will run from January 14- May 10, 2019.

Please indicate on the chart below days and times that you are routinely unable to staff the Learning Lab. Block out, for example, classes you have scheduled for the Spring semester.

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
10a-11a							
11a-12p							
12p-1p							
1p-2p							
2p-3p							
3p-4p							
4p-5p							
5p-6p							
6p-7p							
7p-8p							
8p-9p							

Please list below dates that you will be out of the office all day between January 14- May 10. For example, list the dates of conferences or vacations.

Please list below your preference for morning, afternoon, or evening work hours.

Peers, please list below your preference for the hours per week you wish to work.

Complete and return this form to Ashley Domerese by January 1st.