

Community College *of* Philadelphia

MATHEMATICS DEPARTMENT

MEMORANDUM

TO: Instructors of Math 016, Math 017 and Math 118
FROM: D. Jacobson
DATE: 16 November 2009
SUBJECT: Acceptance of Teaching Assignments in Math Dept Spring 2010

To accept your teaching assignment in the Math Dept for Spring 2010, you must sign this form and return it to Dan Jacobson, Math Dept Head, Room W2-7F, 1700 Spring Garden Street, Philadelphia, PA 19130-3991.

DEVELOPMENTAL MATH REVISION ACKNOWLEDGEMENT AND TEACHING ASSIGNMENT ACCEPTANCE

I am aware that

- Math 016, Math 017 and Math 118 have been revised for Spring 2010 to include a mandatory Departmental Final Exam. In addition, the contents of Math 016 and Math 017 have been revised.
- All students in Math 016, Math 017 and Math 118 must take the Departmental Final Exam and that this exam will count for at least 25% of each student's final grade.
- A student who does not take the Departmental Final Exam may only be assigned a grade of F or I (Incomplete). A student cannot receive any other grade (MP, P, D, C, B or A) without taking the Departmental Final Exam.

I will comply with all Math Dept policies and procedures in implementing these revisions.

Print Name _____

Signature _____ Date _____

- I accept my teaching assignment in the Math Dept for Spring 2010.
 - I wish to have my Spring 2010 teaching assignment changed.
 - I do not wish to teach in the Math Dept in Spring 2010.
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Failure to sign and return this form will be taken as declining a teaching assignment in the Math Dept for Spring 2010.