

Fellow Availability Form

FALL 2007

Fellow's Name:	Department:
Email:	Phone Number:

Deadline: Friday, October 12, 2007

Instructions:

To ensure an accurate account of your availability, the complete quarter calendar is supplied.

1. Cross out all dates that you are unavailable to be scheduled with an "X".
2. Write in the time frames that you are available for each date, such as 8-11 AM, 1-4 PM.
3. When listing your availability, for each day of the week that you are available, please allow at least a two-hour window of opportunity for scheduling. Do not include traveling time.

EXAMPLE:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 X	2 X	3 8-11 AM	4 X	5 8-11 AM	6 1-4 PM	7 X
8 X	9 X	10 8-11 AM	11 X	12 X	13 1-4 PM	14 11-3 PM

September 2007						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 0 23	24	25	26	27 Classes Begin	28	29
Week 1 30						

October 2007						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1 1	2	3	4	5	6	
Week 2 7	8	9	10	11	12 Due to Gluck	13
Week 3 14	15	16	17	18	19	20
Week 4 21	22	23	24	25	26	27
Week 5 28	29	30	31			

Date Received _____

FALL 2007

November 2007							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 5					1	2	3
Week 6	4	5	6	7	8	9	10
Week 7	11	12 Holiday	13	14	15	16	17
Week 8	18	19	20	21	22 Holiday	23 Holiday	24
Week 9	25	26	27	28	29	30	

December 2007							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 9							1
Week 10	2	3	4	5	6	7	8
Finds	9	10	11	12	13	14	15
Winter Break	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

By signing here, I agree that this availability is accurate and filled out properly. I agree to any dates scheduled in accordance with the availability I have provided on this form. I am responsible for notifying the Program Assistant of any changes in my availability.

Fellow's Signature	Date

Please return this form to the Gluck Office by **Friday, October 12, 2007***.

*Failure to submit the required information by the due date will result in the postponement of your project to the following quarter. Please be aware that the repeated postponement of a project may jeopardize future fellowship opportunities. Incomplete forms will not be accepted.

Date Received _____

Fellow's Name:	Department:
Email:	Phone Number:

Deadline: Friday, January 18, 2008

Instructions:

To ensure an accurate account of your availability, the complete quarter calendar is supplied.

1. Cross out all dates that you are unavailable to be scheduled with an "X".
2. Write in the time frames that you are available for each date, such as 8-11AM, 1-4 PM.
3. When listing your availability, for each day of the week that you are available, please allow at least a two-hour window of opportunity for scheduling. Do not include traveling time.

EXAMPLE:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 X	2 X	3 8-11 AM	4 X	5 8-11 AM	6 1-4 PM	7 X
8 X	9 X	10 8-11 AM	11 X	12 X	13 1-4 PM	14 11-3 PM

January 2008							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 0			1	2	3	4 Classes Begin	5
Week 1	6	7	8	9	10	11	12
Week 2	13	14	15	16	17	18 Due to Gluck	19
Week 3	20	21 Holiday	22	23	24	25	26
Week 4	27	28	29	30	31		

WINTER 2008

February 2008							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 4						1	2
Week 5	3	4	5	6	7	8	9
Week 6	10	11	12	13	14	15	16
Week 7	17	18 Holiday	19	20	21	22	23
Week 8	24	25	26	27	28	29	

March 2008							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 8							1
Week 9	2	3	4	5	6	7	8
Week 10	9	10	11	12	13	14	15
Finals	16	17	18	19	20	21	22
Spring Break	23	24	25	26	27	28 Holiday	29

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Fellow's Signature

Date

Please return this form to the Gluck Office by **Friday January 18, 2008***.

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Date Received _____

Fellow's Name:	Department:
Email:	Phone Number:

Deadline: Friday, April 11, 2008

Instructions:

To ensure an accurate account of your availability, the complete quarter calendar is supplied.

1. Cross out all dates that you are unavailable to be scheduled with an "X".
2. Write in the time frames that you are available for each date, such as 8-11AM, 1-4 PM.
3. When listing your availability, for each day of the week that you are available, please allow at least a two-hour window of opportunity for scheduling. Do not include traveling time.

EXAMPLE:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 X	2 X	3 8-11 AM	4 X	5 8-11 AM	6 1-4 PM	7 X
8 X	9 X	10 8-11 AM	11 X	12 X	13 1-4 PM	14 11-3 PM

Spring Break
Week 1

March 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28 Holiday	29
30	31 Classes Begin					

Week 1
Week 2
Week 3
Week 4
Week 5

April 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11 Due to Gluck	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SPRING 2008

May 2008							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 5					1	2	3
Week 6	4	5	6	7	8	9	10
Week 7	11	12	13	14	15	16	17
Week 8	18	19	20	21	22	23	24
Week 9	25	26 Holiday	27	28	29	30	31

June 2008							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 10	1	2	3	4	5	6	7
Finals	8	9	10	11	12	13	14
	15	16	17	18	19	20	21 Graduation
	22 Graduation	23	24	25	26	27	28
	29	30					

By signing here, I agree that this availability is accurate and filled out properly. I agree to any dates scheduled in accordance with the availability I have provided on this form. I am responsible for notifying the Program Assistant of any changes in my availability.

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Fellow's Signature

Date

Please return this form to the Gluck Office by **Friday, April 11, 2008***.

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