

Gluck Fellows Program - Fellow's Availability Form

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

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 or set-up time (approx 45 min).

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 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 0 20	21	22	23	24 Classes Begin	25	26
Week 1 27	28	29	30			

October 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1				1	2	3
Week 2	4	5	6	7	8	9
Week 3	11	12	13	14	15	16
Week 4	18	19	20	21	22	23
Week 5	25	26	27	28	29	30
					31	

Fellow Availability Form

**Gluck Fellows Program of the Arts
University of California, Riverside**

FALL 2009

November 2009							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 5	1	2	3	4	5	6	7
Week 6	8	9	10	11	12	13	14
Week 7	15	16	17	18	19	20	21
Week 8	22	23	24	25	26	27	28
Week 9	29	30					

December 2009							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 10			1	2	3	4	5
Finals	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
Winter Break	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 Fellows Facilitator of any changes in my availability.

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Fellow's Signature

Date

*Failure to submit the required information 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.

Date Received _____

Fellow Availability Form

WINTER 2010

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

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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 or set-up time (approx 45 min).

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 2009							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 0						1	2
Week 1	3	4 Classes begin	5	6	7	8	9
Week 2	10	11	12	13	14	15	16
Week 3	17	18 Holiday	19	20	21	22	23
Week 4	24	25	26	27	28	29	30
Week 5	31						

WINTER 2010

February 2010							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 5		1	2	3	4	5	6
Week 6	7	8	9	10	11	12	13
Week 7	14	15	16	17	18	19	20
Week 8	21	22	23	24	25	26	27
Week 9	31						

March 2010							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 9		1	2	3	4	5	6
Week 10	7	8	9	10	11	12	13
Finals	14	15	16	17	18	19	20
Spring Break	21	22	23	24	25	26	27

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Fellow's Signature

Date

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Date Received _____

Fellow Availability Form

SPRING 2010

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

Instructions:

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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 or set-up time (approx 45 min).

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

March 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1 28	29 Classes Begin	30	31			

April 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1				1	2	3
Week 2	4	5	6	7	8	10
Week 3	11	12	13	14	15	17
Week 4	18	19	20	21	22	24
Week 5	25	26	27	28	29	30

SPRING 2010

May 2010							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 5							1
Week 6	2	3	4	5	6	7	8
Week 7	9	10	11	12	13	14	15
Week 8	16	17	18	19	20	21	22
Week 9	23	24	25	26	27	28	29
Week 10	30	31					

June 2010							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 10			1	2	3	4	5
Finals	6	7	8	9	10	11	12 last day
	13 Graduation	14	15	16 last day to submit evals.	17	18	19 Graduation
	20	21	22	23	24	25	26
	27	28	29	30			

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Fellow's Signature

Date

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