# Lansing Community College

# Arts & Sciences Division

SUBSTITUTION AVAILABILITY **Return to Arts & Sciences Division Office** via:

* + - electronic to: ASD-DIV-SERVICE@lcc.edu
		- mail to: Arts & Sciences Division, Lansing Community College, 419 N. Washington Square, A&S 103, Lansing, MI 48901
		- deliver to: Arts & Sciences Building, Room 1117

| **Name:**  | **Department:** |
| --- | --- |
| **Home Phone #:** | **Cell Phone #:** |
| **I am interested in substitute teaching this semester:**[ ]  Yes [ ]  No  | **In which academic areas are you requesting to substitute:**[ ]  BSE [ ]  IE (Int ENG) [ ]  SSH [ ]  CMA [ ]  MCS [ ]  SCI |

| **I am willing to substitute at the following off-campus locations:** [ ]  LCC East[ ]  Livingston Center/Howell HS[ ]  LCC West[ ]  Mason [ ]  Eaton Rapids[ ]  Okemos Chippewa Middle School[ ]  Grand Ledge[ ]  Portland[ ]  Haslett[ ]  Holt |
| --- |
| **List course codes within your discipline(s) for which you believe you ARE qualified and are willing to substitute:**  |

 **Please check ONLY the times that you are AVAILABLE to substitute:**

|  | monday | tuesday | wednesDAY | thursDAY | friday | saturDAY |
| --- | --- | --- | --- | --- | --- | --- |
| 8:00 – 9:00 a.m. |  |  |  |  |  |  |
| 9:00 – 10:00 a.m. |  |  |  |  |  |  |
| 10:00 – 11:00 a.m. |  |  |  |  |  |  |
| 11:00 – 12:00 p.m. |  |  |  |  |  |  |
| 12:00 – 1:00 p.m. |  |  |  |  |  |  |
| 1:00 – 2:00 p.m. |  |  |  |  |  |  |
| 2:00 – 3:00 p.m. |  |  |  |  |  |  |
| 3:00 – 4:00 p.m. |  |  |  |  |  |  |
| 4:00 – 5:00 p.m. |  |  |  |  |  |  |
| 5:00 – 6:00 p.m. |  |  |  |  |  |  |
| 6:00 – 7:00 p.m. |  |  |  |  |  |  |
| 7:00 – 8:00 p.m. |  |  |  |  |  |  |
| 8:00 – 9:00 p.m. |  |  |  |  |  |  |
| 9:00 – 10:00 p.m. |  |  |  |  |  |  |