**Interdisciplinary Course Guest Lecturer Verification Form**

**Semester:  Fall  Spring  Winter  Summer Year: \_\_\_\_\_\_\_**

**Gust Lecture Date(s):**

**Guest Lecturer Information:**

**Guest Lecturer Name:** \_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Discipline/Department:**

**Hours:  1 hour/15 min  2 hours/30 min  3 hours/45 min  5 hours** (see instructions on back)

**Additional Lecturers or Co-Lecturers at same session: (use a separate form for each guest lecturer)**

1. **Name:**  \_\_\_\_\_\_\_\_ \_\_ **Department/Discipline:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department/Discipline**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Name**: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ **Department/Discipline**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title of Guest Topic:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

**Description of Lecture:**

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**Materials Provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Information:**

**Course Instructor**:  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Number & Section:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Course Name:** \_\_\_ \_\_\_\_ \_

**Course Description/Learning Outcomes:**

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**Form Instructions:**

Workload credit is available if you serve as a guest lecturer. To receive 1 workload credit, you must complete 6 guest lecture sessions - minimum of one hour and 15 minutes duration - within a given academic year (Fall/Spring terms). The accrual period (academic year) is August through May (ex. Aug 2018 – May 2019). Credits earned within a given academic year must be used over the next two academic years. Summer guest lectures do not count toward this accrual. All faculty, both part-time and full-time, are compensated at the 60 percent non-teaching rate for summer guest lectures.

Each guest lecturer must complete and sign their own form and give this to the course instructor for signature verification. It is strongly recommended that guest lecturers complete and send the form to the course instructor at least 24 hours in advance of the lecture and get it signed directly after the lecture. **Guest lecturers should forward completed and signed forms to Amanda Almond, Interdisciplinary Course Coordinator at** [**aalmond@citytech.cuny.edu**](mailto:aalmond@citytech.cuny.edu)

If you co-lecture during the same class session, each faculty member gets full credit and is to fill out their own form listing themselves at top as the “Guest Lecturer” and listing additional guest lecturers who attended the same session on the section below.

If you attend more than one class for the same course please use a single form and list all dates at the top.

**Workload Units Credit:**

1 guest lecture: A minimum required time to receive credit for one guest lecture session is 1 hour, 15 min.

2 guest lectures: For a two-hour, 30 min. session.

3 guest lectures: For a three-hour, 45 min. session.

4 guest lectures: For a five-hour session.

Guest lecturers should forward completed and signed forms to Amanda Almond, Interdisciplinary Course Coordinator at [aalmond@citytech.cuny.edu](mailto:aalmond@citytech.cuny.edu)

**Use the space below if needed for additional comments:**

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