

VALENCIA COLLEGE

Office of Engaged Learning

Learning in Community (LinC) Schedule Request Form

LinC Faculty

Please use this form to facilitate effective scheduling of your LinC course. Please note that this form is designed for two faculty partners linking and can also be used if you would like to link with one of your own courses. In order to ensure the courses can be linked before registration, the submission deadline for Summer/Fall is February 10th and Spring is October 10th.

Step 1:

Select a faculty partner and CRN for course sections that have not yet opened for registration and complete the chart below. Since you will be present in your LinC partner's class a minimum of 50% of their class time, you cannot be scheduled to teach another class during your LinC partner's class time.

Term and Year	Name of Professor A	Course Prefix and Number	CRN
Term and Year	Name of Professor B	Course Prefix and Number	CRN

Step 2:

If you have a preference on a Success Coach (optional), please add their name here:

Step 3:

Share this form with your dean and obtain the signatures in the next section.

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Faculty Workload Considerations

The time our LinC instructors spend in their partner's class will count as additional hours on faculty loads:

- LinCing with 1 contact hour = .5 hours of additional time for each LinC
- LinCing with 3 contact hours = 1.5 hours of additional time for each LinC

By signing below, you affirm your support for the listed courses to be linked in Banner and that your faculty member will remain within their teaching load/you have approved an exception.

Dean for Professor A	Dean for Professor B

Step 4:

Send this form with signatures and CRNs to engagedlearning@valenciacollege.edu.

Step 5 (for new LinC partners only):

Please note that new instructors must complete the LinC development course [INDV3259 LinC: Integrating a High Impact Practice](#) prior to teaching a LinC. Please reach out to engagedlearning@valenciacollege.edu for information about an upcoming section.