

March 26, 1999

Dear Fall 1999 CASE Faculty Member,

As we look ahead to the Fall 1999 semester, I would like to welcome both new and returning faculty to the CASE program! CASE is looking forward to another successful semester and we are glad that you have decided to be a part of the program by teaching a CASE service-learning course. At this time I am pleased to invite both new and returning instructors to the

CASE Fall 1999 Faculty Orientation
May 4, 1999 from 9:30-11:30am
Rutgers Student Center-Room 413

In addition to receiving important information that will facilitate the process of teaching a CASE course, the faculty discussion will provide a forum for an exchange of ideas regarding service-learning. Your input is valuable and important so we hope that you will mark the date on your calendar now. **Please RSVP** by sending in the attached form to the CASE office **no later than Monday, April 19, 1999.**

In order to start preparation for the Fall 1999 semester, I have included a blank **Course Description Form** allows us to advertise your course to prospective students and potential community based agencies that may provide placements to your students. In the coming weeks, I will be forwarding an updated copy of our Community Partner Placement book and a Faculty Questionnaire to complete the planning of your course.

Due to budgetary constraints, the CASE office will be able to offer support for those courses where **the service component is mandatory**, or the service component is optional for your class and the **class has more than 40 students**. Please contact the CASE office if this provides a challenge for your courses planning. If you are not teaching this course for the Fall 1999 semester, please contact the CASE office immediately 932-8660 x12.

Please **return this sheet along with RSVP form. Please make sure to include your contact information in the space provided on the enclosed RSVP form.** Feel free to call me with any questions or concerns at the CASE office, 932-8660, voice mail#12. I look forward to working with you in the coming weeks.

Sincerely,

Deidra L. Johnson
Acting Academic Coordinator

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