

You are invited to participate in Delta 101PT, a valuable professional development non-credit course created just for you, as a part-time regular employee at Delta College. The course meets three times, from 1:00 to 3:00 pm, on May 25, June 1, and June 15. All work for Delta 101PT may be completed during regular work time. A certificate of attendance will be awarded to participants with 100% attendance in Delta 101PT.

The outcomes of Delta 101PT include:

- Outcome 1: Demonstrate awareness of Delta's mission, vision, and values, guiding principles; of continuous improvement process and of AQIP; of internal processes that support Delta's culture.
- Outcome 2: Explain how employees interact within the Delta College culture to support the success of our stakeholders.
- Outcome 3: Comply with required government and college regulations such as FERPA and Harassment.
- Outcome 4: Describe how to find Delta College employee-related information. Use of College Resources.

This spring, Delta 101PT (for part-time employees) and Delta 101 (for full-time employees) will meet together. There is one additional class for Delta 101 on June 8. This additional time is optional for Delta 101PT participants.

Once you have completed Delta 101PT, you will be eligible, with your supervisor's approval, to apply for Delta College Staff Ambassador Development, the second phase of Leading and Learning Together. Leading and Learning Together is a three-phase program that assists Delta College staff in understanding and working within the College culture and systems. This program will give you the tools to assist you at a much deeper level and to enhance teamwork and communication across the College. Further information about Leading and Learning Together program is available on the COS website in Deltanet under Professional Development.

Employees who are eligible for Delta 101PT must complete the application form on page 2 of this document. The application form includes a space for your supervisor's approving signature. Please complete and return the application to COS, J-110, before the May 14 due date.

Delta 101PT for Part-Time Staff Application

Please complete and return this application to Thelma Bushong, COS, J110, before May 14, 2010.

Contact Information

Name			
Job Title		Employee Number	
Department		E-Mail	
Phone #		Office #	

Availability

Why do you want to participate in this program?

How do you feel your participation in this program will benefit you and Delta College?

Can you commit to attending program days as scheduled? (See accompanying information for the list of dates.) *Note: Your availability will impact the likelihood of selection into the program.*

Yes No

For Completion by Supervisor

I support this employee's application to Delta 101PT and will arrange release time to allow participation if selected.

Yes No

This employee may also participate in the June 8 session for Delta 101 (optional for Delta 101PT).

Yes No

Supervisor Signature: _____ Date: _____

Signature

I understand that participating in Delta 101PT requires a substantial time commitment and that, if selected, I will be expected to complete all the requirements and attend and participate in all sessions.

Applicant Signature: _____ Date: _____