SUMMARY OF CHEMISTRY COURSES TAUGHT

NAME: _____ **JOB NUMBER:** _____

Please refer to the directions on the reverse side before completing this form.

COURSE	No. of semesters taught	No. of quarters taught	Position	Institution(s)	Most recent
Introductory chemistry					
College/university-level general chemistry					
Introductory organic chemistry					
College/university-level organic chemistry					
Chemistry for allied-health majors					
Quantitative analysis					
Chemistry for nonscientists					
Other lower-division (Please specify)					
Upper-division (Please specify)					

INSTRUCTIONS

This form is to help the hiring committee evaluate the range of your chemistry teaching experience, particularly in the areas offered by community colleges. Because course descriptions vary with the institution, your teaching experiences may not exactly coincide with our course descriptions. It would greatly assist us if you fit your experiences into our categories as best you can, using your resume or cover letter to elaborate on any particulars. For example:

COURSE:

- "Introductory chemistry" = any course designed to be taken as preparation for college-university-level general chemistry.
- "College/university-level general chemistry" = the standard first-year course for science majors (including honors courses and courses for engineering majors).
- "Introductory organic chemistry" = any short course in organic chemistry which cannot be used as part of a chemistry or biology major.
- "College/university-level organic chemistry" = any one- or two-semester course in organic chemistry satisfying the requirements of chemistry majors, biology majors, or medical schools.
- "Chemistry for allied-health majors" = any one-semester course intended primarily for nursing and other health-related fields, containing a significant organic and/or biochemical component by taught at a simplified level compared to the college/university level.
- "Quantitative analysis" = the standard course for chemistry majors
- "Chemistry for nonscientists" = any course designed to satisfy general education or distribution requirements.
- "Other lower-division" = any lower-division courses containing significant chemistry content and offered by a chemistry department, but not fitting into the above categories. CCSF examples: "Computers in chemistry", "Ethical issues in science". *Please do not list courses offered by other departments, such as physics, mathematics, or biology, on this form. For these or any in the following category, use a separate sheet.*
- "Upper-division" = any upper-division chemistry courses, such as physical chemistry, inorganic chemistry, etc.

POSITION: please indicate one or more of the following, using the underlined terms:

1) TA – if you were a teaching assistant; this includes laboratory supervision and/or conducting discussion/recitation sections.
2) Instructor (lab) – if you taught a laboratory section (including preparation and grading of lab assignments).
3) Lecturer – if you taught a lecture section without a lab section, and you were not responsible for assigning final course grades.
4) Instructor (lecture) – if you taught a lecture section without a lab section, and you were responsible for all grade decisions.
5) Instructor (both) – if you taught both lecture and laboratory, and you were responsible for grade decisions.
6) Non-contact – if you held any position such as laboratory coordinator, TA supervisor, etc. involving no regularly scheduled student contact.

INSTITUTIONS: list the names of all post-secondary institutions at which you taught a course in any of the above capacities.

MOST RECENT: give the most recent year in which you taught the course.