

CLASP Interest Form Fall 2018

Interested in learning with the Community Learning and Service Partnership, CLASP? Currently we are taking applications for the Spring 2018 semester. With your supervisor’s approval, any employee in good standing can apply. Please complete this interest form and **return it to your supervisor for approvable day/time options** for CLASP meetings with your Learning Partner. (If studying on your own time; then no approval by supervisor is needed.) **Interest Forms received by the due date, August 10, 2018, will be given priority, but forms will be accepted until August 31.** Campus mail completed forms to: CLASP, Kennedy Hall, 3<sup>rd</sup> Floor, or scan and email to: [clasp@cornell.edu](mailto:clasp@cornell.edu).

Questions? Talk to your supervisor or contact CLASP at: [dsn37@cornell.edu](mailto:dsn37@cornell.edu) or **255-7633**.

1. Your name: \_\_\_\_\_
2. Today’s Date: \_\_\_\_\_
3. Your best phone: \_\_\_\_\_
4. Your best email: \_\_\_\_\_
5. Which is best for reaching you—phone or email? \_\_\_\_\_
6. Job position: \_\_\_\_\_
7. Work location: \_\_\_\_\_
8. Unit or Department: \_\_\_\_\_
9. DAYS & TIMES approved by your supervisor for weekly one hour sessions:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
  - d) \_\_\_\_\_
10. Percentage of time on the clock of each 1-hour session: \_\_\_\_ 100% \_\_\_\_ 75% \_\_\_\_ 50% \_\_\_\_ 25%  
*In case of more applicants than can be served, preference is given to more time on clock.*
11. Supervisor’s name: \_\_\_\_\_ and Signature: \_\_\_\_\_

**Study interest(s).** Please indicate your main interest with a 1. If interested in other areas, mark them with a 2.

English conversation practice for non-native speakers	Career readiness skills (e.g. resume, etc.)
Foundational education (reading/writing/math)	Food test preparation (Food Safety or Manager?)
High school equivalency preparation (reading/writing/math)	Citizenship exam preparation
Introduction to computer	Navigating the workplace and U.S. culture
Basic computer skills (beyond intro)	Other— <i>please describe on the back</i>
Computer productivity (Office: Word, Excel, PowerPoint, etc.)	

**New to CLASP? Yes      No**

Additional comments: