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National Museum of African American History and Culture

Norma Merrick Sklarek Archive, Series 6: Letter to Sklarek from William J. Mitchel, Head, Architecture/Urban Design Program...

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

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SCHOOL OF ARCHITECTURE AND URBAN PLANNING
LOS ANGELES, CALIFORNIA 90024

December 28, 1973

Ms. Norma Sklarek
6330 W. San Vicente
Los Angeles, California

Dear Ms. Sklarek:

This is to confirm our invitation for you to join our faculty to teach one course, AUP 401: Projects in Architecture (Construction) during the Winter quarter of 1974. I have recommended a total salary for the quarter of \$3,335. As you may know, university salaries unfortunately tend to be a little lower than those paid in the practice world, but I trust that you will find this figure reasonably satisfactory. Please let me know if it does seem unreasonable to you.

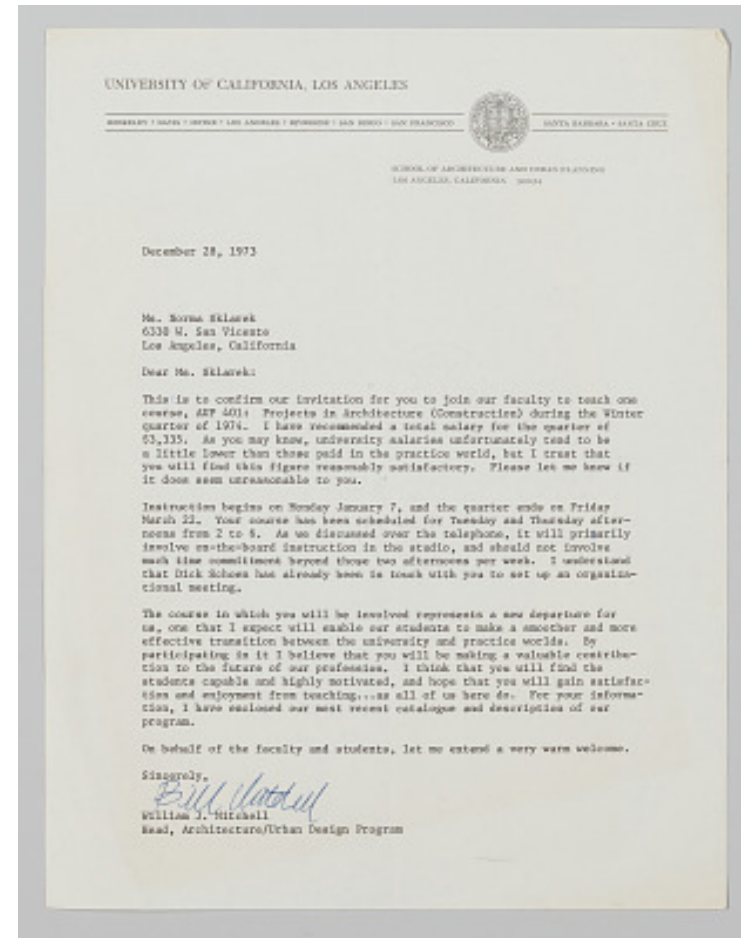
Instruction begins on Monday January 7, and the quarter ends on Friday March 22. Your course has been scheduled for Tuesday and Thursday afternoon from 2 to 6. As we discussed over the telephone, it will primarily involve on-the-board instruction in the studio, and should not involve much time commitment beyond those two afternoons per week. I understand that Dick Schoen has already been in touch with you to set up an organizational meeting.

The course in which you will be involved represents a new departure for us, one that I expect will enable our students to make a smoother and more effective transition between the university and practice worlds. By participating in it I believe that you will be making a valuable contribution to the future of our profession. I think that you will find the students capable and highly motivated, and hope that you will gain satisfaction and enjoyment from teaching...as all of us here do. For your information, have enclosed our most recent catalogue and description of our program.

On behalf of the faculty and students, let me extend a very warm welcome.

Sincerely,

William J. Mitchell
Head, Architecture/Urban Design Program



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