

Name: \_\_\_\_\_ Fall: \_\_\_\_\_ Spring: \_\_\_\_\_  
Last First

E-mail Address: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Office Bldg/Room: \_\_\_\_\_ Office/Contact Phone: \_\_\_\_\_

**CLASS SCHEDULE / OFFICE HOURS**

	MON	TUE	WED	THU	FRI	SAT
6:00						
6:30						
7:00						
7:30						
8:00						
8:30						
9:00						
9:30						
10:00						
10:30						
11:00						
11:30						
12:00						
12:30						
1:00						
1:30						
2:00						
2:30						
3:00						
3:30						
4:00						
4:30						
5:00						
5:30						
6:00						
6:30						
7:00						
7:30						
8:00						
8:30						
9:00						
9:30						

Comments: \_\_\_\_\_

- Office hours should be convenient for students in your classes. (e.g. Evening office hours for evening class, Saturday office hour for Saturday class, etc.)
- **Lecturers:** minimum of 1 hour per week for each class taught on teaching days.
- **Instructors:** minimum of 1 hour per day M-F for full load and 1 extra hour for any overload class.
- If an instructor teaches on a weekend, a weekend office hour may substitute for a weekday office hour.

Name: \_\_\_\_\_ Fall: \_\_\_\_\_ Spring: \_\_\_\_\_  
Last First

E-mail Address: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Office Bldg/Room: \_\_\_\_\_ Office/Contact Phone: \_\_\_\_\_

**CLASS SCHEDULE / OFFICE HOURS**

	MON	TUE	WED	THU	FRI	SAT
6:00						
6:30						
7:00						
7:30	ENG 100	ENG 100	ENG 100	ENG 100		
8:00						
8:30						
9:00						
9:30						
10:00						
10:30						
11:00	Office		Office			
11:30						
12:00						
12:30						
1:00						
1:30						
2:00						
2:30						
3:00						
3:30						
4:00						
4:30						
5:00						
5:30						
6:00						
6:30						
7:00						
7:30						
8:00						
8:30						
9:00						
9:30						

**Instructions and Sample Copy**

- 1) Indicate start and end time of classes/office hours.
- 2) Please print two (2) copies.
- 3) Fold one in half and post on your door.
- 4) Send the other copy to your respective Dean in Administration.

Comments: \_\_\_\_\_

- Office hours should be convenient for students in your classes. (e.g. Evening office hours for evening class, Saturday office hour for Saturday class, etc.)
- **Lecturers:** minimum of 1 hour per week for each class taught on teaching days.
- **Instructors:** minimum of 1 hour per day M-F for full load and 1 extra hour for any overload class.
- If an instructor teaches on a weekend, a weekend office hour may substitute for a weekday office hour.