

## Department of English Faculty/Staff Schedule Card

|                |            |                 |                 |
|----------------|------------|-----------------|-----------------|
| Last Name      | First Name | Office Phone    | Residence Phone |
| E-mail address |            | Office Location |                 |
| Home Address   |            | City/State/Zip  |                 |

| Courses Taught/ Taken |         |      |      |          |
|-----------------------|---------|------|------|----------|
| Course #              | Section | Time | Days | Location |
|                       |         |      |      |          |
|                       |         |      |      |          |
|                       |         |      |      |          |
|                       |         |      |      |          |
|                       |         |      |      |          |
| <b>Office Hours:</b>  |         |      |      |          |
|                       |         |      |      |          |
|                       |         |      |      |          |

Please fill out the form, print it out and return to the main English office or save the file and attach it to a return email.

Your assistance is appreciated,