

**Semester:** \_\_\_\_\_ **Year (yyyy):** \_\_\_\_\_

**Name** \_\_\_\_\_ **Office #** \_\_\_\_\_ **Office Phone** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Faculty** \_\_\_\_\_ **Lecturer** \_\_\_\_\_ **Graduate Student** \_\_\_\_\_ **Staff** \_\_\_\_\_

*Please enter the event, classes you are teaching, classes you are taking, office hours, regular seminars, etc., on the grid below. Include the location and length of the event.*

<b><i>Time</i></b>	<b><i>Monday</i></b>	<b><i>Tuesday</i></b>	<b><i>Wednesday</i></b>	<b><i>Thursday</i></b>	<b><i>Friday</i></b>
<b><i>7-8 a.m.</i></b>					
<b><i>8-9 a.m.</i></b>					
<b><i>9-10 a.m.</i></b>					
<b><i>10-11 a.m.</i></b>					
<b><i>11-12 a.m.</i></b>					
<b><i>12-1 p.m.</i></b>					
<b><i>1-2 p.m.</i></b>					
<b><i>2-3 p.m.</i></b>					
<b><i>3-4 p.m.</i></b>					
<b><i>4-5 p.m.</i></b>					
<b><i>5-6 p.m.</i></b>					
<b><i>6-7 p.m.</i></b>					

*Please send the office this schedule via email and post one outside your office.*