# **Nashville State Instructor Schedule**

**Attention: Currently, this document does not meet accessibility requirements. All red text in this document is deliberate and is intended to be deleted as you revise this template to create your schedule. Upon completing this template be sure to perform an accessibility check utilizing the** [**Review tab above, and then Check Accessibility**](https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f)**. You should have no accessibility issues found before sharing this document with students.**

[**Any website links you provide**](https://webaim.org/techniques/hypertext/link_text) **within the document should be short or hyperlinked using text (see hyperlinked examples underlined).**

## **Instructor**

* **Name:** As you complete this, try to keep it to one page. Instructions are in red below. Additional instructions, examples, and tips are in a separate document.
* **Term**:
* **Division Name**:
* **Department/Program:** Use if appropriate.
* **Campus**: Indicate your campus abbreviation (if you use a campus abbreviation) here. You may indicate more than one campus as appropriate.

## **Ways to Reach Me**

As a faculty member at Nashville State, I am available by appointment.

* **Email**:
* **Office Location**: office and campus
* **Office Phone**:
* **Virtual Office Zoom Link**:
* **Scheduling Link for Appointments**: After you make an appointment, check the email you provided for confirmation. If you need to reschedule, the confirmation email provides instructions. [appointment link here if short or hyperlink] **This is required.** More information on scheduling links is included in the separate schedule instructions document and in this [Nashville State faculty communication guide](https://nscc.libguides.com/advising/faculty_comm). If you have used a scheduling link before, this link has not changed.
* **Scheduling QR Code for Appointments**: Scan this QR code with your phone camera or QR code reader app on your phone to reach the instructor's scheduling link for appointments or use the link above. Put QR code image for the scheduling link below this bullet point. **This is required.** If you have used a QR code for your appointment link above before, this QR Code has not changed. Add Alt Text by right-clicking the image and then selecting ‘Alt Text’ from the menu; or, click the image, then click ‘Picture’ or ‘Picture Format’ in tool bar above, and then ‘Alt Text’ on the right. Text to use with Alt Text: More information on QR codes is in the separate schedule instructions document and in this [Nashville State faculty communication guide](https://nscc.libguides.com/advising/faculty_comm).

## **Student Hours**

These are the best hours to reach me.

* You may schedule regular student office hours and, if you do so, note them here. If you do not, delete this section. Let students know if these are drop-in virtual hours (Zoom) or drop-in in-person hours (on campus) or both. This section is optional but encouraged if traditional office hours work for your students.

## **Times that I am in Class (Delete the days that you don’t have a class.)**

I am not available for appointments during these times.

* **Monday** 
  + Time, course number, room/campus or virtual (indicate 1st or 2nd seven weeks only if applicable)
  + You only need to indicate times you are in a campus or virtual class, include the course name (abbreviate as appropriate)
    - Example: 12:45pm-2:10pm, NSCC 1010-N63, First Year Experience, W-90, WBR (1st 7-weeks only)
* **Tuesday**
* **Wednesday**
* **Thursday**
* **Friday**
* **Saturday**