

## Contact Information and Handout Form

### Contact Information

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Indicate your title for use on the biography and handouts.

Please complete this section if your contact information has changed.

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Biography

Please check if you are submitting a new or updated biography.

**If this is your first semester teaching for NJ DFS, please submit a one paragraph biography.**

Course Title: \_\_\_\_\_

Date(s) Offered: \_\_\_\_\_

### Handouts

I am submitting course material for a course to be taught for NJ DFS for the first time. \*

I am submitting updated course material. \*

Duplicates should be made from course material already on file at Kean University.

No duplicates are needed this semester.

**\*Please submit course material 4 weeks prior to the course date for duplication and shipping.**