


**Faculty QuickStart Guide: Emergency Teaching Plan**  
**Step 1.3: Sharing your contact information with your students**

**FACULTY INFORMATION**

**Instructions:**      *Please fill out this questionnaire and distribute it to your students.*

Instructor name:		
Course title:		
Office Location:	Campus:	
Office Address:		
City:	State:	Zip:
 Home: (    )    -	Cell: (    )    -	Office: (    )    -
Department Contact:	Department contact phone: (    )    -	
FDU Webmail address:	Other email address:	

Explain the two delivery approaches for this course if a pandemic occurs. In your response include how you will contact them with further instructions.