



Oregon State
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INSTRUCTOR INFORMATION:

Name: _____ Department: _____

Campus Address: _____ Phone: _____

CLASS INFORMATION:

Course Number: _____ Approx. Number of Students: _____

Class Title: _____

Terms Offered: Fall Winter Spring Summer year: _____

Packets are: Required Optional

Copyrighted material: Yes No

COPY INFORMATION:

- Copy on both sides of the paper
(two sided copies are recommended)
- Copy on one side of the paper
- Put page number on
- Keep on file for future use
- Cover
- Front
- Back
- Color: _____
- Send originals back _____
- Send desk copy(ies) _____

SPECIAL HANDLING

BINDING:

- Three hole drill
- Staple upper left
- Staple two on the side
- Comb binding
- Thermal tape
- Shrink wrap
- Coil binding

ANYTHING ELSE YOU WOULD LIKE US TO KNOW?
