**INSTRUCTOR BIO & PHOTO REQUEST**

*Please complete and return this form and your photo for the UWPCE site to your UWC² program manager.*

**Full Name**

Click or tap here to enter text.

**Name as Should Appear on the UWPCE Website**

Click or tap here to enter text.

**UWPCE Program of Instruction**

Click or tap here to enter text.

**Job Title & Company Name**

Click or tap here to enter text.

**Education**

Click or tap here to enter text.

**Awards or Other Recognitions**

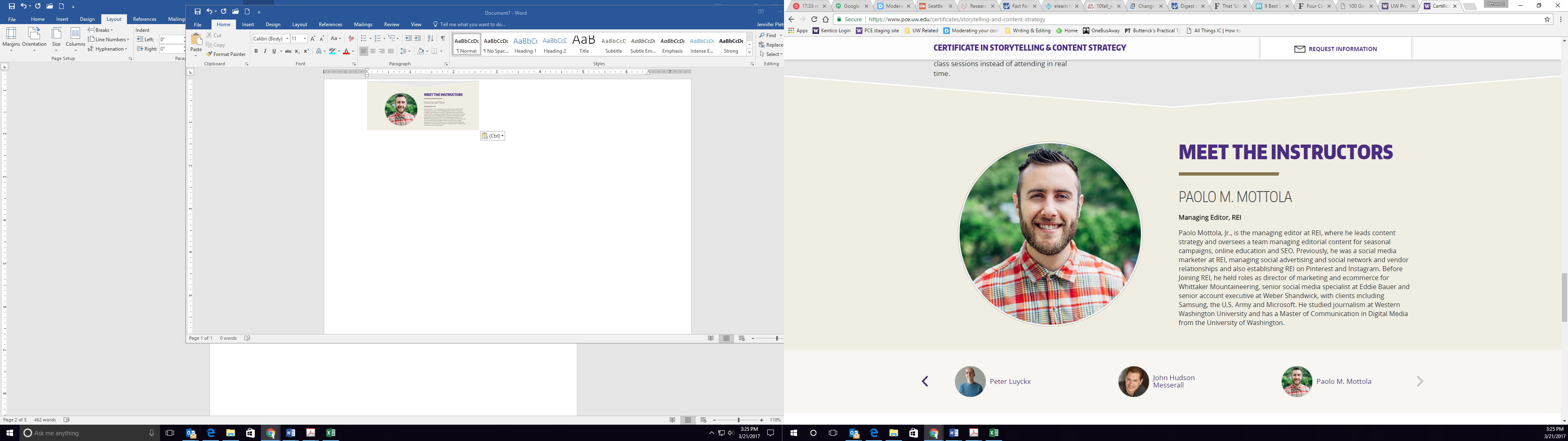
Click or tap here to enter text.

**Instructor Bio, 80 to 200 words (see guidelines below)**

Click or tap here to text.

**INSTRUCTOR BIO & PHOTO GUIDELINES**

*To give you a sense of what your bio will look like on the UWPCE site, here’s a great example of one of our site now. Below that, you’ll find guidelines for putting your best foot forward.*



**Bio Guidelines**

* Write in third person.
* Keep it between 80 and 200 words.
* Use a conversational tone, avoiding jargon and technical terms when possible.
* Jot down a few details about your professional background that will give students insight into what they could learn from you. You might want to lead with a broad description of your current role and share a few career highlights and/or areas of expertise.
* Include hyperlinks if relevant.
* Keep in mind, we’ll do some light editing, so it’s okay if it’s not perfect!

**Photo Guidelines**

* Only send face-forward headshots or shots from the torso up that feature your face, neck and shoulders.
* Keep it professional. Please avoid sunglasses, party hats, other non-professional props, and group photos (that includes friends, family, pets and Santa Claus).
* Make sure the background is fairly neutral and/or not distracting.
* Make sure the photo is in focus, in color and well lit.
* Send a high-resolution photo between 1 MB and 5 MB.
* Submit a JPG file, if possible.

Here are a couple of examples of good headshots:



And here are a couple examples that are not so good:

Photo of the instructor is blurry and unclear.

**Please note:** By sending us your photo and professional background information, you are agreeing that we can use them on our website. Thank you so much for helping us improve our website for prospective students!