

Making the Most of Face-to-Face & Virtual Office Hours

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&

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Strategy

- ◆ What are you supposed to do?

TA duties are department specific

- ◆ What are the practical guidelines ?

- ◆ Time management

Is it really 24/7 ?


Less Busy Times: mid-semester breaks & holidays

More Busy Times: beginning of the semester & exam time

Outline of Talk

- ◆ Key tips
- ◆ Typical office hour in Mechanical Engineering
- ◆ Typical office hour in Sociology and Criminal Justice
- ◆ Concerns or Questions ?
- ◆ Effective Strategies & Exam-time Life Savors
- ◆ Summary

Summary

- ◆ Be friendly and approachable
 - ◆ Ask the Professor about what you are accountable for
 - ◆ Be sensitive to individual differences of the students
 - ◆ Time management
 - ◆ Building rapport with the students
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