

5-4 Office Hours

辦公時間



If you are assigned to teach a course, facilitate a discussion or conduct a laboratory section, it is required that you hold office hours. In some cases, readers and graders are also required to hold office hours. The following guidelines will help you to establish your office hours and to keep your students happy.



如果你有授課，主持討論會或實驗室的活動，你的辦公時間將需要被得知。在某些情況下，閱讀和評分人員也須定下辦公時間。下列有些指導原則來幫助你設立辦公時間來讓你的學生感到滿意。

--Schedule office hours that accommodate a variety of typical schedules. If possible, set both morning and afternoon sessions that cut across normal class times. This will increase your availability for your students and it will decrease the amount of extra appointments you will have to make with your students.



建立在多種情況下的時程。如果可能，早上和下午時段皆有的情況下來避免遇到正常上課時間。這有助於讓你學生更方便和你聯絡也降低額外和學生約定的時間

--Include your office hours in the syllabus.



教學大綱中附含你的辦公時間

--Be present during office hours. Of course, make sure that you are there physically, but also be mentally and emotionally prepared to help your students with their needs. Put your work and personal affairs aside for that time.



務必在辦公時間時出席。當然確認在當時你會出席，並也具熱忱和耐心去幫助學生。將你個人的私事和工作在此段時間擺放在一旁

--Check with your department regarding their specific policies related to office hours. Each department governs the amount of time and other office hour requirements based on their particular needs.



確認在辦公時間時，你的知識範圍是相關於學生的方式。每個知識範圍是需要大量的時間，和學生的熱心參與的

--If you will not be available during an office hour, try to announce your cancellation to the class or post a note on your office door with other contact/appointment information.



如果在辦公時間你恰好有事不便，試著讓你的班級知道或在你的辦公門上貼上消息和聯絡方式

--Don't forget to set time aside for yourself. If a student shows up to your office and expects help during a time that is not designated as an office hour, explain that you would be more than happy to help them and set an appointment at another time convenient for you both.



--別忘了設定額外時間備用。如果有學生在非辦公或不便的時間來尋求幫忙，試著解釋你有熱忱要幫忙他，但須另訂一個對彼此都方便的時間來洽談

◆命題文章

A (23)：辦公時間的安排何者為佳？1. 依一般上班時間 2. 上下午都有 3. 預留其他時間 4.以上皆是

A (4)：辦公時間，恰好有事沒辦法出席該如何處理？1. 留下聯絡方式於門口 2. 試著通知大家 3. 寄信於班上學生 4.以上皆是

A (2)：臨時有學生來詢問問題該如何處理為佳？1. 請辦公時間再來 2. 另約方便時間 3. 直接幫他解答 4.以上皆是