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

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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 Saviors
- 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