

NSCM Office Hours Policy

Undergraduate and graduate students seek out faculty during office hours for many reasons, including advising, need for mentoring, research supervision, and career advice, even when they are not enrolled in a class with a faculty member. Students also have expressed that being able to meet faculty members in person is important to them. Therefore, all faculty members are expected to hold a portion of their office hours in person.

The Nicholson School of Communication and Media (NSCM) follows the Office Hour Guidelines suggested by the College of Sciences (COS). UCF courses are taught in a variety of modalities including face-to-face, remote (asynchronous or synchronous) and mixed mode. In-person or virtual office hours for all modalities are required per the UCF syllabus policy (4-403) and Required Syllabus Content part 2.

In line with these guidelines, the following policy is adopted by NSCM:

- All instructors of record are **required to list specific days/times of office hours on their syllabi and to note that other times are available by appointment**. It is recommended that you set limitations on hours by appointment (e.g., only between 9 a.m. and 5 p.m., Monday-Thursday). Office hours listed on the syllabus should indicate when the instructor of record is available in-person, remote, or concurrent.
- All regular instructors of record (including tenure-earning, tenured, and all ranks of lecturers and instructors) are expected to hold **a minimum of 1.5 drop-in (scheduled) office hours per week for each class of 3 or 4 credit hours (e.g., 4 classes, 6 office hours)**.
- **1.5 hours minimum must be in person in office/assigned space**. The remaining office hours may be scheduled in office/assigned spaces, labs, production facilities, or other contexts (including zoom) appropriate to the nature of the course.
- As a guide, additional in-person hours will be determined by mode of course (e.g., 2 in person courses = 3 hours in person in office; all web courses = 1.5 in person in office, 4.5 virtual synchronous). You may choose to hold in person office hour with your zoom room open during that time.
- All instructors of record teaching their own scheduled course(s) (e.g., Graduate Teaching Associates) are expected to hold a minimum of 1.5 hours of office hours. The office hours should correspond with the mode of the course, when possible.
- All adjunct faculty instructors of record are expected to hold a minimum of 1.5 hours drop-in (scheduled) office hours per week regardless of number of courses. These office hours should correspond with the mode of the course, when possible.

NSCM allows for the following:

- The recommended practice is to spread out the office hours over a certain number of days in the week to ensure the availability of the instructor.
- If instructors of record must change their office hours, it is their responsibility to notify their students of the change and provide alternative office hour times when they will be available. This information about changed office hours also must be provided in advance to the Administrative Coordinator (Debbie, Joe, Ketwana) for the Program Area.
- Program Areas (Communication, Film and Mass Media, and Games and Interactive Media) may modify this policy so minimums are maintained.

Approved March 15, 2024