

OFFICE HOUR AND SPACE POLICY

Games and Interactive Media
Nicholson School of Communication and Media
College of Arts and Humanities
University of Central Florida

Office Hour Policy

Faculty will conduct one and one half (1.5) hours **per course title** scheduled. This means that for the purposes of office hours, a lecture and any or all of its corresponding labs, when taught by the same instructor, carry an expectation of 1.5 hours of office hours. Faculty may choose to hold office hours online for mixed mode and online courses.

Examples:

- Assistant Professor A teaches one graduate course and one undergraduate course: 3 hours.
- Instructor B teaches two lectures and corresponding labs for each lecture: 3 hours.
- Associate Professor C teaches two undergraduate courses and one graduate course: 4.5 hours.
- Instructor D teaches 4 lectures but no labs: 6 hours.

This delineation reflects the intensive mentorship that already occurs within lab sections, and the correspondingly lower faculty interaction in larger lectures. When faculty members teach a lab section, there is already substantial face time with those students, such that double counting those courses puts an undue burden on lab-teaching faculty. Evaluation of office hour attendance has further demonstrated that students in digital media specializations tend to prefer online support, and frequently request by appointment meetings, which faculty should accommodate when reasonable.

Faculty are expected to exercise good judgment for when additional office hours may be needed due to high demand (such as prior to assignment deadlines), should consider student schedules and needs if possible, and should be available by appointment or email.

Posting:

Faculty shall post their office hours on their office door or main office location, and on their online faculty web profile by notifying NSCM office staff. If faculty hold on-line office hours, instructions for accessing them will also be posted.

Office Space Designations

Full-time faculty are entitled to space sufficient to carry out assigned responsibilities. Individual office space is considered the default. When individual office space is not able to be provided to

all full-time faculty due to space constraints, office sharing will be determined by scheduling, rank, and seniority, with faculty preference taken into account whenever practicable.

In terms of selecting an office or moving between offices, determinations will be made by rank and seniority, with faculty preference taken into account whenever practicable.