

Nicholson School of Communication and Media
Office Hours Policy

There are some general guidelines suggested by Faculty Center for Teaching and Learning (FCTL) of UCF that NSCM faculty should consider:

1. The office hours required are different in each unit program – please check the policy approved **in your program area** by clicking the link below:
[Communication](#)
[Film and Mass Media](#)
[Games and Interactive Media](#)
[Florida Interactive Entertainment Academy](#)
2. The recommended practice is to spread out the office hours over a certain number of days in the week to ensure the accessibility of the instructor.
3. FCTL suggests that faculty members who are teaching only online will still hold office hours on campus.
4. It's very IMPORTANT to include an office hour statement in your syllabus. The statement should include information such as: **time, modality of engagement, whether other times may be available by appointment, or whether drop-ins are allowed.**
5. Faculty are responsible to turn in the office hours info to the designated administrative staff at the beginning of each semester.