

Nicholson School of Communication and Media

Office Hours Policy adopted 8/11/22

School minimums for all full-time faculty:

- 1 hour of office hours for each course (e.g., 4 classes, 4 office hours)
- 1 hour must be in person in office in assigned office
- Additional hour(s) will be determined by mode of course (e.g., 2 in person courses = 2 in person in office; all web = 1 in person in office, 3 virtual synchronous). You may choose to hold in person office hour with your zoom room open during that time.
- Include by appointment – recommended to set limitations on hours (e.g., only between 9 a.m. and 5 p.m. Mon-Thurs)
- Program Areas may modify this policy as long as minimums are maintained.

Communication, Film and Mass Media and Games and Interactive Media are following the minimum policy above.

[Florida Interactive Entertainment Academy Policy](#)

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

1. 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.
2. 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.**
3. Faculty are responsible to turn in their syllabi (including office hours) info to by email to NSCMAP@ucf.edu at the beginning of each semester.

Adjuncts and GTA's Minimum Policy:

Adjunct instructors/GTA's are expected to post and maintain an appropriate number of available student contact hours in direct proportion to mode and assigned teaching loads (number of courses being taught in that term). In general, it is recommended that adjunct instructors/GTA's post and maintain at least one hour of office hours/contact available time per week for each course taught in that term.