

Office Hours and Faculty Mentoring

As you prepare your classes for next week, please make sure you include virtual office hours in your revised syllabus. Given the uncertainties of this time, the “by appointment” option likely will be particularly helpful for students to offer some degree of flexibility.

You can create a recurring meeting in Zoom to make a single link to use for your office hours. This is generally best practice. In doing so, you can designate a specific meeting time (e.g 10:00am on Tuesdays). You can also select the option 'No Fixed Time' in the drop down tab under 'Recurrence'. This will allow you to have an open session for students who make appointments outside of office hours.

If you have not yet read it, the [CTTL site on moving in-progress classes online](#) offers specific recommendations regarding communication with students. They recommend drafting a communication policy that sets clear expectations for yourself and for students about response time as well as methods and channels of communication used. Also, as the fall registration period is coming up soon ([registration dates can be viewed here](#)), please reach out to your mentees to schedule remote mentoring meetings if you have not yet done so.

You may already be aware of this, but the Reinert Center has provided [revised syllabi statements](#) for Disability Services, the Student Success Center, and the Writing Center that your students should appear in your revised syllabus.