

RECOMMENDATIONS ON OFFICE HOURS

Every ICEF student is entitled to weekly office hours. Taking attendance during office hours is optional. ICEF recommend to hold office hours **online** (via Zoom).

DOS & DON'TS

- **You may schedule your office hours 2 or 3 times a week (for example, 30 min or 1 hour per one slot)**
 - join together multiple students asking similar questions into a single group;
 - set strict time limit per student;
 - post answers or videos to more in-depth problems later on, giving you time to write up more detailed explanations later on.
- **Pre-schedule upcoming office hours. Consider using the Zoom waiting room feature**

You can use the [waiting room feature](#) in conjunction with your Personal Meeting Room. This will allow you to use the same meeting link for all of your office hour sessions throughout the semester, but to admit only one student at a time into a meeting for privacy. You can still require students to sign up for a specific time slot on a calendar or spreadsheet to avoid long wait times.
- **Do not use any password for Zoom link**
- **Enter info about your office hours in the ICEF Information system:**

send a link (Zoom), specify the time of your office hours to Yulia Kurkova at ykurkova@hse.ru
- **Communicate your expectations to students:**
 - Can students enter and exit the "room" when they wish, or should they enter only at the time you have specified?
 - Will you be using the waiting room feature to control access to the meeting?
 - Will you want students to share their screens during the meeting?
 - Are you recording the meeting for future access and reference?
 - Are sts requires to send you an outline of what they'd like to discuss in advance.
- **Do not answer sts' questions if they haven't done any prep. work**
- **Explain to the students why they need to visit your office hours:**
 - to ask questions about the subject;
 - to get advice on additional reading;
 - to get personal help;
 - your ideas.
- **Do not wait until the students ask you about your office hours**
- **Be in touch with your students:**
 - check your mail regularly;
 - try to answer sts' queries within 48 hours;
 - be friendly during the office hours;
 - you may send the link to Google Doc to your students and ask them to choose the most convenient time slot;
 - ask your sts to send you a message prior to the start of office hours with a confirmation of when they'll be "showing up". This can ensure that students share responsibility for using office hours effectively.