

EML2322L – MAE Design and Manufacturing Laboratory

Virtual Office Hours Rules and Behaviors

The following behaviors are expected out of students to ensure the best office hours experience possible and to enable TA's to assist as many students as possible.

1. **You are responsible for being prepared.** Due to the online format, questions can be more challenging to convey to the TA's. When applicable, please have relevant documents open and ready so the TA can see what you're looking at. Being prepared also means knowing the questions or concerns you need addressed, so please come prepared to each session with a list.
2. **Zoom office hour sessions will NOT have a designated host.** The weekly office hours links provided to you will enable you to join the office hours session which we will treat as a lobby for both TAs and students to meet. If you wish to speak privately, TA's will message individual students or groups to join a separate meeting for 10-15min, after which TAs will rejoin the main office hour session to help the next group of students.
3. **If you show up and there are no TAs, DO NOT LEAVE.** Due to the implementation of *point 2*, there may be times when all TAs are in private meetings for their 10-15min sessions. TAs will come back to the main session and pick up the next available group. If there are no TAs in the session, keep track of the order in which people show up so TAs can answer questions based on a first-come first-serve basis.
4. **Use our requested format for your name.** Include your lab and group number in front of your real name, e.g. (1A) John Doe. This is for TA's to identify students and groups.
5. **TAs will have their cameras on, it is encouraged for you to also have your camera on.** Doing so will help TAs have a more personal interactions with you and not just speak to black screens. TAs will have their title in their names as well for easy identification, e.g. (TA) John Doe.
6. **Remember the TAs main goal is to help you.** Feel free to come into office hours with ANY questions. If you were in office hours at the beginning of the session and had your questions answered, you may leave. If you have another question later, you can rejoin the main lobby and the TAs will be happy to help you once again, in the order you returned. You are not limited to one interaction per office hour session.
7. **Do not use office hours as a study hall.** Please do not log onto office hour sessions without the intention of needing help because it distracts the TAs from helping other students. Again, we always want to answer your questions, but the more students logged

in to the office hour meetings, the harder it becomes to make sure we're helping everyone in a timely fashion.

8. **Office hours are a work in progress.** If you have any helpful feedback for how office hours are being held, please e-mail the instructor. We want to provide office hours that are efficient and effective, and we are open to any suggestions for improvement. Thanks!