INFORMATION on OFFICE HOURS and INSTRUCTIONS for TAOH
Please view rather than print this information
Current dates can be found at Important Purdue and Departmental Dates on
http://www.math.purdue.edu/resources/gta
Revised 8/21/15

Office Hours
TAs assigned to teach their own class or teach recitation must hold office hours. There are two types: common and private.

Common hours are held in either MATH 205 or MATH 211. TAs should provide assistance to all students in their assigned room. Hours will be assigned automatically by the department. The schedule will be published at http://www.math.purdue.edu/academic/officehours on or before Tuesday of the first week of classes. Changes to the schedule will require permission from Dave Norris (norris@math.purdue.edu). Permission will only be granted in extraordinary circumstances. At 10:00 am on Friday of the first week of classes the schedule will be finalized.

(1) The following table outlines which courses have common office hours, where the hours are held, and how many hours per week are included in a half-time assignment:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours per week</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 15x00</td>
<td>2</td>
<td>211</td>
</tr>
<tr>
<td>MA 160xx, MA 16100, MA 16200, MA 22400</td>
<td>2</td>
<td>TBD</td>
</tr>
<tr>
<td>MA 16500, MA 16600</td>
<td>3</td>
<td>TBD</td>
</tr>
<tr>
<td>MA 26100</td>
<td>3</td>
<td>205</td>
</tr>
</tbody>
</table>

MA 13700, 13800, and MA 13900 instructors; limited-term lecturers; and undergraduate student teachers (enrolled in MA 48400) do not hold common office hours. Undergraduate student teachers have the option of applying to be a UTA assigned to the Help Room and should see their MA 48400 instructor for details. Their office hour responsibilities will be outlined during course organizational meetings.

(2) All other courses use private hours held in TAs’ offices. TAs provide assistance only to their own students. Sign-up procedures vary by course and will be outlined by course coordinators.

Office hour absence policy

Common office hours

1. If you cannot attend your common office hour please find a substitute to fill in for you.
2. Once you have found a substitute go to MATH 835 three days in advance of your absence, if possible, and complete a common office hour change form indicating your name, your substitute’s name, the time and date of your absence, the course you are teaching, and the Help Room you were scheduled to work in.
3. You will then post this form on the Help Room door so that students using the Help Room are aware of the change.
4. Your substitute should swipe their own Purdue ID card on entering the Help Room.
5. If you cannot attend your common office hour due to an emergency and do not have time to find a substitute, then go to MATH 835 and complete the form as before, but instead of providing a substitute’s name indicate that you were unable to find a substitute. In this case you will reschedule your common office hour with Terri Kepner for another time.
6. If you cannot go to MATH 835 in person, please call (765) 494-1901 or email tkepner@purdue.edu.
Private office hours

1. If you cannot attend your private office hours please go to MATH 835 three days in advance of your absence, if possible, and complete an private office hour change form indicating your name, the time and date of your absence, and the course you are teaching.
2. You will then post this form on your office door so that your students are aware of the change.
3. Please schedule a new office hour with your students yourself to replace the missed office hour.
4. If you cannot go to MATH 835 in person, please call (765) 494-1901 or email tkepner@purdue.edu.