

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>

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Information

TAOH (TA Office Hours) is the departmental web-based system used by TAs in some courses to sign up for office hours. There are three types of office hours:

- **common office hours** = office hours held in MATH 205;
- **course office hours** = office hours held in the TA's office, open to all students in the course;
- **private office hours** = office hours held in the TA's office for the TA's own students only.

Limited-Term Lecturers should schedule private office hours if at all possible. If not, they should make themselves available before and after class.

TAs in the following courses have common and/or course office hours and sign up for them on the web

15200	15300	15400	15900	16100	16200	16500*	16600**
22000	22100	22200	22300	22400	23100	23200	26100

* = offered in Fall semesters only

** = offered in Spring semesters only

The office hour sign-up for MA 13700, 13800 and 13900 takes place at the organizational meeting. TAs in other courses have private hours and do not use TAOH. The course coordinator or instructor will let those instructors know what to do. Graders usually do not have office hours but it is at the discretion of the instructor. Graders' office hours are always private ones.

Start and end dates for TAOH can be found at *Important Purdue and Departmental Dates* on <http://www.math.purdue.edu/resources/gta>. Signing up early, especially for common office hours, is highly recommended. Usually, TAOH

	starts at noon of the	ends at noon of the
for Fall	Thursday before classes start	Friday of the first week of classes
for Spring	Thursday of Fall final exam week	Friday of the first week of classes

Office hours can be changed until the end of the sign-up period by re-accessing TAOH. Later changes require permission from R. Saerens (saerens@math.purdue.edu) and entail a fair amount of work. Permission is only granted under extraordinary circumstances. TAs should take possible changes to their schedule in account when signing up. Since they are expected to be on time and remain for the whole hour, TAs should also allow themselves sufficient time to get to their office hours and classes.

Problems with TAOH should be reported immediately to K. Beranger - see below.

Instructions

1. Access the web using any computer and any web browser you want. Go to <https://www.math.purdue.edu/resources/internal/taoh/login.php>.
2. Enter your Purdue (= ITaP) career account login and password. Instructions on how to get those are available at *Policies and Procedures* on <http://www.math.purdue.edu/resources/gta>
3. Follow the instructions that appear on the screen. The system will tell you how many common and course office hours you need to schedule and will take you through the process step by step.
4. If you need to sign up for a time which is filled, send e-mail to the instructors in that slot asking whether they are willing to reschedule. If by noon on the 1st day of classes you have been unable to schedule your office hours **and** you have unsuccessfully tried to find someone willing to switch, contact K. Beranger (beranger@math.purdue.edu).