

- ✧ Office Etiquette:

- ✧ If a student needs help, and the question is small – takes at most five minutes to answer – then the student may visit my office at any time, but
- ✧ if the question takes longer than five minutes – or has multiple questions – then the student is required to make an appointment by email, or attend office hours.
- ✧ If a student comes to my office unannounced and the question takes longer than five minutes – or has multiple questions – then that student will be instructed to make an appointment or to come back during office hours.



Appointments are to be scheduled via email and must contain the following:

- ✦ The students name,
- ✦ a brief description of what the problem is, and
- ✦ and a time the student would like to meet.