

APPENDIX

A33. [FORM] Request to Participate in Office Hour

Submission of this form and course syllabi shall be completed by the end of the first week of instruction. Electronic submission of this form is encouraged.

NAME: _____ DEPARTMENT: _____

Course (e.g. CHEM1A)	Units	Office hour day	Office hour time	Office hour location

Face-to-face classes shall hold office hours on campus at a designated time.

Online classes shall hold office hours online at a designated time.

Hybrid classes shall hold office hours either online or on campus at a designated time.

I hereby certify that I understand the terms and conditions of the part-time office hours as described in Article 18. A.7. of the Collective Bargaining Agreement between the District and the PFT.

Signature

Date