Guidelines for the SPN open office hours

The open office hours provide students enrolled in SPN 101-202 an opportunity to

- ask questions about the material from class on a more flexible schedule
- practice their Spanish in a more individualized format
- receive individualized feedback from an instructor in the program

The open office hours do NOT

- replace class or go over class material if a student has missed class
- provide help on any graded assignments BEFORE they are due
- answer questions about class policies (contact the instructor for this)

Guidelines for students who come to CeLTA for the open office hours

- Prepare questions to ask the instructor. The more precise the question, the better. For example, don’t say “I don’t understand past tenses” but instead say “I don’t understand the difference between the two past tenses on page 273”.
- Feel free to see any instructor, even if they don’t teach the level you’re taking.
- Do your online homework BEFORE coming to the help room. Then you can ask questions about particular sentences that were wrong.
- DO NOT ask the instructor to help with any graded assignments BEFORE they are due. Consulting or getting help on any work related to class that will earn a grade is considered a violation of academic integrity and will lead to disciplinary measures.
- Try to limit your time to 10-15 minutes. It’s better to see someone regularly for small questions than to wait until you are completely confused and would need an extensive explanation.