

University of California
Department of Spanish & Portuguese

TA Office Hours

for _____ Quarter, 20__

REMINDER:

You are expected to hold **two office hours per week** on an alternating-day schedule, i.e., one hour on a MON, WED, or FRI, and one on a TUE or THU.

Name: _____

Location: _____

Office Hour #1

Time: _____ am/pm MON WED FRI (circle one)

Office Hour #2

Time: _____ am/pm _____ TUE THU (circle one)

COMMENTS:

PLEASE, RETURN THIS FORM TO THE SPANISH LANGUAGE
PROGRAM DIRECTOR AS SOON AS POSSIBLE, BUT

NOT LATER THAN THE SECOND DAY OF CLASSES.