



International Bilingual School at Central Taiwan Science Park

2022-23 School Year Second Semester Faculty Office Hours

- For students:
 1. Office hours are times when you can meet with your teachers to discuss the material being presented in class or other related interests you have.
 2. Office hours are **NOT** detention or negative consequences for poor decisions. They are **NOT** a place where the teacher will do your homework for you.
 3. When scheduling a meeting with your teacher, please complete the official leave procedure at the academic affairs section **one day prior** to the meeting. You will need both **the teacher of your scheduled class** and **the teacher that you will meet** to sign for you in order to complete the application.
 4. Students' responsibilities when attending office hours:
 - Ask yourself why you are going to see your teacher. Have a clear purpose.
 - Try to identify **specific** questions or concepts you need to address.
 - Study your textbook **and** lecture notes thoroughly.
 - Avoid waiting until the day before the test or the day before an assignment is due to seek assistance.
 - Be on time and be respectful!
- For parents:
 1. Please visit the IBSC website for teachers' email address and schedule a meeting **with the teachers** via email.
 2. If the teacher's office hour is already occupied, the teacher might schedule another time for the meeting.
 3. The meeting might be through phone call, Google Meet or in person. When visiting the campus, please inform the office (04-25696850 #3111) at least an hour before the visit so that we may report to the safe guard for permission.
 4. Parents are still welcomed to email to teachers, emails are not counted as office hour.

	Time	Monday	Tuesday	Wednesday	Thursday	Friday
1	08 : 10 09 : 00	Mr. Jacky Tsung	Ms. Shannon Harris Ms. Eva Chao Mr. Jacky Tsung	Ms. Capheal Lindsay Mr. Marlon Lindsay Ms. Shannon Harris Mr. Louis Saayman	Mr. Yu-Lun Wu Ms. Chantal Nel Ms. Shannon Harris	Ms. Azy Chia
2	09 : 10 10 : 00	Ms. Capheal Lindsay Mr. Louis Saayman	Ms. Shu-Ya Tsai Ms. Eva Chao Ms. Judy Lu	Mr. Marlon Lindsay Ms. Azy Chia	Ms. Naomi Lee Ms. Winnie Chiu Ms. Azy Chia	Ms. Wendy Ho Ms. Eva Chao
3	10 : 10 11 : 00	Ms. Daisy Chen Mr. Brian Huang	Ms. Shu-Ya Tsai Mr. Brian Huang Ms. Wendy Ho Ms. Naomi Lee Ms. Judy Lu	Mr. Marlon Lindsay Ms. Azy Chia	Ms. Winnie Chiu	
4	11 : 10 12 : 00	Ms. Daisy Chen Mr. Brian Huang Ms. Naomi Lee	Ms. Chantal Nel	Mr. Jacky Tsung Ms. Shu-Ya Tsai Mr. Louis Saayman Ms. Azy Chia	Ms. Winnie Chiu	
	12 : 00 13 : 00					
5	13 : 05 13 : 55		Mr. Shane Salerno Ms. Julianna Basile	Ms. Lynn Lee Ms. Daisy Chen Ms. Julianna Basile	Ms. Julianna Basile	Ms. Chantal Nel
6	14 : 00 14 : 50	Mr. David Yu Ms. Capheal Lindsay Mr. Sean Graham	Mr. Shane Salerno	Ms. Lynn Lee	Mr. David Yu	
7	15 : 05 15 : 55	Mr. Sean Graham Mr. Daniel Jenne	Mr. Sean Graham Mr. Daniel Jenne Mr. Shane Salerno	Ms. Lynn Lee Mr. Daniel Jenne		



Office Hour Application Form

Grade:

Name:

Schedule Time:

____ (year) ____ (month) ____ (Date) Period ____

Original Class: _____

Signature of the instructor of the original class:

Signature of the instructor that you are meeting with:

Homeroom Teacher:

Disciplinary Section:

Submitting Date: ____ (year) ____ (month) ____ (Date)



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