



## **International Bilingual School at Central Taiwan Science Park 2023-24 School Year First 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.

	<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
1	08 : 10   09 : 00	Ms. Capheal Lindsay	Ms. Shannon Harris			Ms. Naomi Lee
2	09 : 10   10 : 00		Ms. Shannon Harris	Mr. Nick Pansegrouw Mr. Louis Saayman	Mr. Nick Pansegrouw Ms. Sophy Chen	
3	10 : 10   11 : 00	Mr. David Yu Ms. Naomi Lee Mr. Jacky Tsung Ms. Shu-Ya Tsai	Mr. Marlon Lindsay Ms. Cathy Su Ms. Winnie Chiu	Mr. Louis Saayman	Ms. Naomi Lee Ms. Sophy Chen	Mr. David Yu Ms. Chantal Nel Mr. Shane Salerno Ms. Ruby Hsu
4	11 : 10   12 : 00	Mr. Jacky Tsung	Mr. Marlon Lindsay Ms. Cathy Su	Ms. Wendy Ho		Ms. Chantal Nel Mr. Shane Salerno Ms. Ruby Hsu Ms. Winnie Chiu
	12 : 00   13 : 00					
5	13 : 05   13 : 55	Ms. Wendy Ho	Ms. Shu-Ya Tsai	Ms. Capheal Lindsay		
6	14 : 00   14 : 50	Ms. Lynn Lee Mr. Jerry Ho		Mr. Jerry Ho		
7	15 : 05   15 : 55	Ms. Lynn Lee	Ms. Gretchen Lutz Mr. Daniel Jenne	Ms. Gretchen Lutz 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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