



# Office Hour Tips

## What are office hours?

Office hours are dedicated times for students to talk to their professors. Students can use this time to talk about the course and ask questions about course content.

## Why are office hours important?

Office hours give students the opportunity to gain clarification on assignments, notes, and exams. It's also an opportunity to develop your professional network.

## When should you use office hours?

It's best to begin visiting professors during office hours early in the semester before falling too far behind in class. This also helps create a relationship between yourself and the professor.

## What should you do if you are unavailable during scheduled office hours?

If you can't make it to normally scheduled office hours, email your professor to ask to meet at a different time. Send a few times that you are available as well.

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## How to have a successful conversation in office hours

### Before office hours:

- Check the syllabus for your professor's office location and scheduled office hour time.
- Consider emailing your professor to let them know you plan to visit them.
- Write down your questions.

### During office hours:

- Introduce yourself and tell them which class you are in.
- Explain why you decided to come to office hours.
- Ask your questions! Take notes as needed.
- Actively engage in the conversation with your professor.

### After office hours:

- Thank your professor for their time and help.
- If you still don't understand a concept, email your professor for further clarification.