



Office Hour Tips



What are office hours?

Office hours are designated times for you to talk with your professor about the course or any questions you may have.

Why are office hours important?

Office hours are an opportunity for you to gain clarification on assignments, notes, or to prepare for exams. You can ask questions or begin developing your professional network.

When to use office hours?

It's best to begin going to visit with your professor early and often. Even if you don't have questions, this is a great opportunity to say hello or express your interests in the class.

Check your syllabus for:

1. Professor's email address
2. Professor's office # or Zoom Link
3. Office hour times*

*If these times don't work for your schedule, email your professor for a time

Prepare before you go!

It's helpful to have a plan when attending office hours.

Consider writing down your questions ahead of time.

Sample questions may include:

1. *Can you, please, further explain the concepts in chapter 2?*
2. *What are your expectations for the assignment?*
3. *What is the best way to study for your exams?*

Actively Engage in the Conversation

- Introduce yourself.
- Explain what you hope to accomplish by meeting with them.
- Ask your questions and be sure to take notes.
- This is a time to work together with your professor!

Make an Exit Plan

How will you know you got all of your questions answered?

Thank your professor for their time and help.

