

Visiting Office Hours: Do's & Don'ts

Have you ever gone into a professor's office hours and not known what you should talk about or what to say? If so, you're not alone! Utilizing office hours is one of the best ways to get additional help and clarification from professors.

Reflection: *In the space below, reflect on the following questions- How often do you go to office hours? How do you currently prepare for office hours? Why do you typically go to office hours?*

DO:

- Greet them and give them your name. Make sure you share your name with them (professors can at their individual discretion give extra points when grading if they know who you are).
- Come prepared with a list of questions or topics you need clarification on. Example questions may include:
 - I am uncertain what we covered during Lecture X, could we review some of the main points?
 - I have begun reviewing for the final exam, and would like to make sure I am on the right track. Could we review the important points from each lecture?
 - The book stated that the best way to take notes is by using the Cornell Method. I'm wondering how this correlates to what we discussed in class?
- Calmly explain your situation. If you are feeling frustrated with the material, consider asking:
 - How do you recommend I approach this material?
 - How do you recommend I prepare for the upcoming final?
- Be honest! Office hours are your time to sit down with the instructor and ask them for help! Ask them exactly what you are struggling with.

DON'T:

- Ask questions that you can easily find the answer to in your syllabus or ICON, such as "when is our upcoming final?" or "what is the assigned reading this week?"
- Send multiple emails. Wait at least 48 hours before sending a follow- up email.
- Assume you are bothering them. Office hours are designated time professors provide to help their students.
- Remain silent. If there are other students in office hours, take notes on what they're asking as well. Make sure you ask all of your questions by the time you leave.

Activity: With the tips you've just learned, map out each of your classes, when and how you will get to the office hours (times/days/etc.), and what you will do to prepare for each (with likely reasons for visit).

<i>Courses</i>	<i>Logistics</i>	<i>Preparation</i>
Ex. Rhetoric	Ex. Mondays and Wednesdays 1:00-3:00 PM	Ex. Are there any key elements I may be overlooking from the paper prompt?