

WHAT'S THE POINT?



- Establishes rapport, which is helpful when asking for letters of recommendation.
- Encourages thought about the critical questions being asked in the course.
- Allows for engagement with course material in an accurate, meaningful way.
- Creates an opportunity to identify your mistakes and learn how to improve them.
- Gain further insight about the course and how you can best succeed in it.

CONTACT US



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OFFICE HOURS 101

PART 1: NEW SEMESTER

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DAY 1

DEFINE YOUR ROLE

- Have your books and course materials purchased.
- Sit in the front row.
- Start asking questions.
- Introduce yourself to the professor at the end of class.
- Attend office hours during the first week.
- Carefully review the syllabus.
- Identify and create a calendar of all the major due dates for assignments, presentations, papers, projects, and exams.



OFFICE HOUR TIPS



Attending office hours will play a vital role in your educational experience. Strive to be proactive in connecting with professors about the course content and your mastery of it.

- Review the syllabus and identify their regularly scheduled office hour times and location. If you make an appointment with your professor, do not miss it without notifying them prior to the meeting.
- Ask to learn more about your professor's expectations for the course and how you can best succeed in it.
- Prepare your questions prior to office hours so that your visits have a clear purpose and objective.
- Get to know your professor by learning about their interests and expertise in the field.

CONSIDER THIS

Questions to consider in your initial meetings with the professor:

What is the best way for me to communicate with you?

How will each class be structured?

What's the best way to take notes for your teaching style?

What is the expectation for students who want to earn an "A" in the course?

Will grades be posted on Brightspace or handed back in class?

What does a typical exam format look like for this course?

Will study guides be provided prior to the exam?

Is there anything I should keep in mind while taking this course?

