Make the Most out of Office Hours

WHY?
Higher levels of contact with faculty correlate positively with students’...

Academic performance
Satisfaction with academic experience
Retention of knowledge

HOW?

START

Before
Establish a specific goal
Ask yourself “what do I want to get out of this?”

Come prepared with questions
Think thoughtfully about the best questions to ask.

Bring appropriate material
For example, notebook, readings, assignment outlines, math problems, etc.

During
Introduce yourself
Tell the professor who you are and what course you are from

Get to the point
Be aware of the time

Take notes
This will help you remember important points

Don’t be afraid to ask for clarification
Make the most of your one-on-one time with the professor

After
Review meeting notes
Do a quick debrief

Apply new knowledge
Use your new knowledge to achieve your initial goal

Don’t hesitate to reach out again
Talking to your professor gets easier with practice