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**

- 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.

**Before**

- 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

**During**

- 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