

OFFICE HOURS TIP SHEET

COLLEGE OF HEALTH AND HUMAN SERVICES



Your instructors are a great source of information, in and outside of the classroom. If you have questions about career paths or next steps, want to develop a relationship for mentorship and future letters of recommendation, visiting your professor during their office hours is a great way to learn more about your major and college life. Also, if you are struggling in class or need feedback on a grade, office hours can be very useful. Students who attend office hours are more likely to complete their degree. Here are some tips and ideas to help you make the most out of your office hours visit.

What are Office Hours?

University policy requires that professors set aside time, outside of class, for students to have one-on-one help with the coursework. This is a great opportunity to ask for help if you need further explanation on subjects you're struggling with.

Where can I find my Professor's Office Hours?

Professors' office hours can range from in-person to online, or in a hybrid format. All professors will have their office hours listed in their class syllabus including the schedule, location, and contact information. The faculty members' office hours and e-mail addresses will also be posted by their office door and available in the department office.

Should I walk in or make an appointment?

Some professors may choose to hold their office hours by walk-ins or appointments only. If both options are available, then it is up to you how you would like to visit. Remember, if it is during the busier time in the semester like midterms or finals, walk-ins could be limited, and it would be wise to make an appointment instead.

Questions to ask your Professor

Personal development questions

- *I was really interested in the subject you mentioned earlier in class. Can you send me information to learn more about it?*
- *I am looking to research this topic for my thesis, and I would like to find more resources on it, do you have any recommendations on where to start?*
- *I am thinking of pursuing a career in this subject. Do you have any advice on how I can best prepare or work towards my goal?*
- *I am hoping to find a job or internship in this field soon, do you have any recommendations or know of any opportunities past students have done?*
- *After finishing this course and graduating, what do you think the next best step is for this career for a smooth transition?*
- *After finishing this course and graduating, what do you think the next best step is for this career for a smooth transition?*
- *I am applying for this (program/internship/job) and I really enjoyed your class. Would you mind writing me a letter of recommendation?*

Questions for assistance in the class

- *I am struggling with this subject we went over in class. Can you go over it again with a deeper explanation?*
- *Could you look over my thesis and let me know if I am on the right track?*
- *Can we go over this grade I received together so I can figure out how to improve for next time?*
- *I am having a hard time in this class, and I would like to find a way to get back on track. Do you have any advice on what I can do?*
- *What are some common mistakes you see students make that I should look out for in my work?*
- *When studying for this exam, what should I spend more of my time focusing on?*

Questions to get to know your Professor more

- *What advice or resources do you wish more students took advantage of in this course/on this campus?*
- *What is something you wish you had known when you were going to school to work in this field that I should know now?*
- *What led you to choose this career path?*
- *What opportunities and jobs have helped get you to where you are currently?*
- *What is the hardest part about the career I am interested in? How should I best prepare for that?*
- *What do you think is the most rewarding part about this field in your opinion?*

How should I prepare for Office Hours?

If your professor says that they have an open-door policy, then you do not have to prepare. However, if office hours are by appointment only, then the expectation is that you have a general goal for your visit. In other words, make sure you know why you are going there. Here are some tips on a goal-directed meeting:

- Write down all your questions before arriving so you do not forget to ask anything when you get there.
- Send your professors your questions in advance so they can prepare as well.
- Bring a notepad or laptop to take notes during your visit.
- Ask yourself, “What am I trying to achieve or accomplish from this visit?”

Reminder

Office hours are put in place as yet another resource on campus to help students succeed and are a requirement for every professor. Do not feel like dropping in during office hours is a burden to your professor or feel embarrassed by a question you may have. When it comes to your education, you must be your own best advocate.