OFFICE HOURS: Far less awkward than you think

PREPARE FOR YOUR VISIT:
Answer these prompts on a 3x5 card:
1. What questions would you like to answer?
2. What concerns do you have about the course?
3. What info or action do you need to move forward?

EX: To discuss during office hours:
- Talk through midterm questions (7,16,24,26).
- What do you think is key to success in this course?
- Good strategies for analyzing a case study?

DON’T BE A LURKER (OR AT LEAST LURK MORE EFFECTIVELY!):

**DON’T** watch & wait silently @ the door

*** Do I knock? Is it obvious I’m here? ***

**DO** knock. Make yourself known!

**AND**, if a prof is w/ another student, offer to wait outside until they’re finished.

IT TAKES 2 TO TANGO: ACTIVELY ENGAGE

*Introduce* yourself!

*Explain* why you’re there & what you hope to accomplish.

*Ask* your questions, answer what the prof asks you, & take notes.

**DON’T** expect the prof to do all the talking! This is time to WORK TOGETHER.

BOLSTER YOUR CHANCES OF SUCCESS

**BUDDY UP**
- GO w/ a classmate.
- CONVERSE as a group.

**STAY POSITIVE**
- EXPECT it to go well.
- SHARE what’s working for you.

**ASK MORE Qs**
- IF you still don’t understand once the prof answers,
- **ASK** for clarification or another example.

MAKE AN EXIT PLAN

**EXIT**

HOW will you know you have the info you need?

WHAT will you say to signal the end of the convo? **THINK AHEAD!**

THANK your prof for meeting w/ you.

LEARN TO LEARN

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