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 information 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

X

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

Hi, I’m ___. Welcome!

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

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

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

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

MAKE AN EXIT PLAN

HOW will you know you have the info you need?

EXIT

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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