

# OFFICE HOURS:

Far less awkward than you think

## PREPARE FOR YOUR VISIT:

Answer these prompts on a 3x5 card:

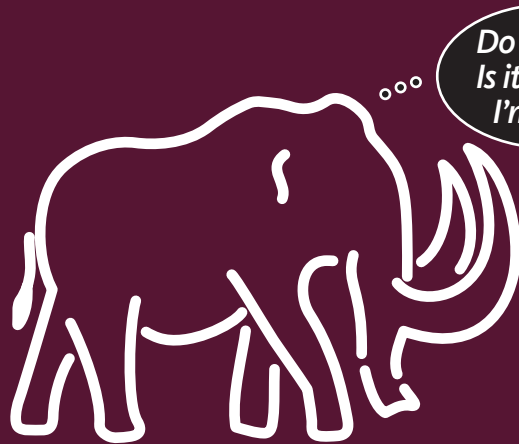
1. What *????s* would you like to answer?
2. What concerns do you have about the course?
3. What info or action do you need to move forward?

*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!):

**X**  
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.

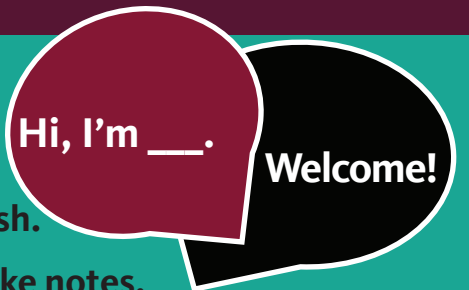
## IT TAKES 2 TO TANGO: ACTIVELY ENGAGE

*Introduce* yourself!

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

*Ask* your *????s*, 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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