

OFFICE HOURS: Far less awkward than you think

PREPARE FOR YOUR VISIT:

Answer these prompts on a 3x5 card:

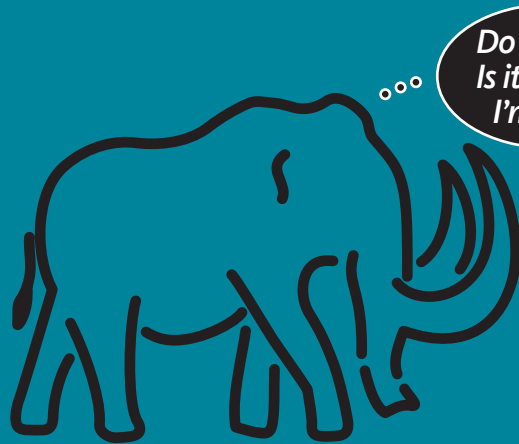
1. What **????s** would you like to answer?
2. What concerns do you have about the course?
3. What info or action do you need to move forward?

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!):

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.



Oregon State University
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