

Professor Office Hours – Make the Most of Your Time

Why attend professor office hours?

- Students who spend more time with professors perform better in class (Meyers, 2003)
- Professors can model their thought processes and problem solving in a less formal setting (Meyers, 2003)
- Connecting with professors face-to-face can become foundational for future connections or collaborations (Jackson & Knupsky, 2015), or can contribute to professional growth (Pfund et al., 2013)

What is expected of you?

- **Attend with a plan:** know specifically what questions or topics you want to discuss and what would make this meeting successful for you
- **Attend informed:** look up requirements, directions, syllabus references, or relevant information on your topic beforehand
- **Attend focused:** take notes and write down key points; limit distractions during this time, such as silencing your phone or smartwatch
- **Attend prepared:** bring your materials, notes from class, questions, and examples related to your situation; be prepared to be honest and polite
- **Keep going:** what are the next steps you can take after the meeting to progress? What feedback were you given that you can implement?

Questions to Guide You:

- What specifically are you hoping to learn or take away from this meeting?
- What steps have you taken independently to try to solve this issue yourself? This might include the use of tutoring, Supplemental Instruction, Academic Coaching, and/or external education sources.
- What material(s) are you referencing and do you have them readily available?
- When is the professor office hours and/or should you make an appointment?
- Where can you go to learn more after the meeting?