HOW TO USE OFFICE HOURS

WHAT ARE OFFICE HOURS?

• Office hours are times when you can meet with your professors and teaching assistants to discuss materials being presented in class or other related interests you have.
• Office hours are times specifically set aside for students.
• Research shows that attending office hours increases a student's GPA and increases academic success, especially in the first year.

FACULTY OFFICE HOURS SCRIPT

Hi Professor:______________:
(Professor's Name)

My name is ______________ and I am in your ______________ class that meets on ______________ at ______________. Thank you for this time - I understand that we have ______________ minutes, correct? I have a few questions about ______________. I ______________ the ______________, but was ______________ by ______________. My first question is:______________________________

___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

(Professor's Name)
(Your Name)
(Course Name)
(Day/Days)
(Time)

(Confused/Lost/Frustrated)
(Idea/Theme/Concept)

WHAT NEXT?

1. If immediate explanation is clear, follow up with:
   • "Thanks, that's helpful!" Move on to the next question with, "My next question is..."

2. If immediate explanation is not clear, follow up with another question such as:
   • "What does that mean?" or "Can you help me understand the main point?"

3. If second attempt at explanation is not clear, try:
   • "Can you say that differently" or "Can you give an example?"

4. If alternative explanations are better but not decidedly clear:
   • "Is there a page in the textbook or reading (or point in the video, YouTube, lecture, notes, etc.) that I can reference for further information?"

Remember: Once finished with office hours, thank the professor and remind them of your name. If you feel you need extra course support outside of office hours, consider attending the course support sessions on campus.

*Adapted from "Higher Ed Libs" from The Ohio State University Center for Higher Education Enterprise