Prefering for Office Hours
As a college student, effectively communicating with professors is essential. There are many reasons why a student may choose to visit office hours, send email communication, or discuss course-related materials before or after class. This handout aims to assist students in preparing for a visit to Office Hours or another type of meeting with a professor.

<table>
<thead>
<tr>
<th>Professor:</th>
<th>Course:</th>
<th>Have you informed the professor of your purpose/goal(s) in advance?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Date/time of meeting:</td>
<td>Location of meeting:</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose / Goal(s)**
What is the specific reason you are meeting with your professor? What is/are the concrete task(s) you want to accomplish?

Sample categories of topics: clarification on a class concept, grade concerns, guidance or an extension on an assignment, personal issues, professional references or recommendations.

**Opening Statement**
What will you say to share why you are there and to establish your objectives? What will you say to set the meeting’s agenda?

Consider rehearsing your opening statement aloud prior to your meeting to increase confidence.

**Agenda / Plan**
How will you organize and facilitate the meeting? Provide a detailed plan for yourself, including the structure, content, and format of the meeting.

Consider having a written agenda to take notes on during your meeting.

**Closing**
How will you close the meeting / summarize? What are the next steps and future plans?

Consider a reasonable “action plan” based on the information you receive. Share this plan with your professor.

See also:
The Learning Center’s “Communicating with Professors: Ten Practical Suggestions” handout