

Preparing 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.

Professor:	Course:	Have you informed the professor of your purpose/goal(s) in advance? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date/time of meeting:	Location of meeting:	

<p>Purpose / Goal(s) <i>What is the <u>specific</u> reason you are meeting with your professor? What is/are the concrete task(s) you want to accomplish?</i></p>	<p><i>Sample categories of topics: clarification on a class concept, grade concerns, guidance or an extension on an assignment, personal issues, professional references or recommendations</i></p>
<p>Opening Statement <i>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?</i></p>	<p><i>Consider rehearsing your opening statement aloud prior to your meeting to increase confidence.</i></p>
<p>Agenda / Plan <i>How will you organize and facilitate the meeting? Provide a detailed plan for yourself, including the structure, content, and format of the meeting.</i></p>	<p><i>Consider having a written agenda to take notes on during your meeting.</i></p>
<p>Closing <i>How will you close the meeting / summarize? What are the next steps and future plans?</i></p>	<p><i>Consider a reasonable "action plan" based on the information you receive. Share this plan with your professor.</i></p>

See also:

The Learning Center's "Communicating with Professors: Ten Practical Suggestions" handout