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 ________________

(Name) (Course Name) (Day)

at ________________ . Thank you for this time - I understand that we have ______ minutes, correct? I have a few

(Time) (Time)

questions about __________________ . I __________________ the, but was __________________ by__________________ . My first question is: _______________________________

(Subject/Topic) (Verb) (Confused/Lost/Frustrated) (Idea/Theme/Concept)

__________________________

__________________________

__________________________

__________________________

WHAT NEXT?

If immediate explanation is helpful, follow up with:
- “Thanks, that’s helpful!” Move on to the next question with, “My next question is…”

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?”

If second attempt at explanation is not clear, try:
- “Can you say that differently?” or “Can you give an example?”

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?”

*Adapted from the VT Engineering Education department

REMEMBER:
Once finished, thank the instructor and remind them of your name.