

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 _____
(Subject/Topic) (Verb) (Confused/Lost/Frustrated)

by _____. My first question is: _____
(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?"

REMEMBER:

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