

AEA Navigation Guide

What are office hours?

Office hours are a helpful way to connect with your instructors regarding your current experience in their course, your academic and professional interests and their insights and recommendations. Office hours are intended to facilitate learning and connection to support resources.

Reasons to attend office hours:

- Discuss general questions about the course material, examinations, and assignments such as problem sets, papers or labs.
- Review graded assignments and progress in the course.
- Discuss concerns or challenges within the course.
- Discuss extenuating circumstances or other support needs.
- Ask for insight regarding recommended strategies, resources and other tips for success.
- Learn more about academic and professional opportunities such as majors/minors, research opportunities and student organizations related to the instructor's academic discipline.
- And more!

How to prepare for office hours:

- Develop a list of questions or topics that you would like to review with your instructor during office hours.
 - If attending to ask course-specific questions, use stems like:
 - Can you explain how this idea can be applied to (topic)?
 - Can you clarify (topic)? and
 - I understand (topic) but have questions about (connected idea). Can we discuss (specific element of connected idea) further?
 - If attending for major exploration purposes, review our [**AEA Exploratory Questions handout**](#) for suggested questions.
- Plan ahead of time and ensure that you prioritize instructor outreach or meeting for office hours as early in a semester as possible. Plan to attend office hours before the next assignment/exam or internship application submission date, as examples, if your questions are time-bound.

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Do I need to schedule an appointment with my instructor to attend office hours?

Some instructors have set availability while other instructors recommend that students contact them via email to schedule an appointment. Refer to your course syllabus for specifics on each instructor's office hour expectations.

Review the Kortschak Center for Learning and Creativity's "[How to Professionally Email Your Professor](#)" [handout](#) for guidance with asking clarifying questions and scheduling a meeting with your instructor.

Will office hours take place in the same room as my class?

Office hours may take place via Zoom or in person and could be in a different University building than your classroom. Once you know where you're meeting, ensure that you have enough time to commute from place to place before and after office hours.

What actions should I take after attending office hours?

- Follow-up on any action items or resource referrals discussed during the office hour meeting.
- Revisit your initial goals for the course and modify your goals as needed
- Attend additional office hours during the semester for continued support and learning.
- Contact your academic advisor if any concerns came up that may impact your current course registration, course planning and related matters.