

NAVIGATING OFFICE HOURS

PART 3: FINALS PREPARATION MEETING

BENEFITS OF OFFICE HOURS (FINALS)

- Dedicated time to review and reflect on your progress in the course with your professor
- Opportunity to revisit academic goals for the course and discuss strategies to achieve them
- Receive advice on study habits and best practices for finals preparation
- Get clarification on any questions regarding course content, readings, lectures, final exam format and grading scheme
- Gain a better understanding of the connections between course objectives and what you have learnt throughout the semester



BEFORE YOUR MEETING:

- Review prior assignments, course readings, lecture notes, finals prompt and grading scheme (if applicable)
- Identify any course topics or concepts you would like more clarification on
- Write down specific questions you wish to ask the professor
- Reflect on your study habits in relation to your progress in the course thus far
- Review all posted grades and check for any errors/discrepancies
- If possible, calculate your current grade in the course and determine the grade needed on the final to meet your course goal
- Be prepared to share your course goals with your professor and discuss next steps to achieve them



SAMPLE QUESTIONS

coming prepared with questions helps set an agenda for your meeting and maximize productivity!

- How will the final be similar to or different from the midterm?
- This is my understanding of [a course topic] , am I on the right track?
- I am having trouble with [a course concept], could we unpack it together?
- After reviewing the final grading rubric, I am still unclear about [a component], could we discuss it further?
- Is there a specific studying approach you would recommend for me as I prepare for the final?
- As I prepare for the final, I'm working on improving [a previously identified area for improvement in the course]. Are there any study tips you would recommend to help address this specific area?



AFTER YOUR MEETING:

- Use the insight and information gained from office hours to help you draft a study plan (see next page)
- Incorporate new knowledge from office hours into your study notes
- Implement changes to your study habits based on office hours discussion
- Review concepts discussed during office hours to check understanding
- Allocate sufficient time to execute your study plan and work towards to your course goals

CREATING A STUDY PLAN



Step 1

- Determine the exam format and content that will be covered

Step 2

- Organize your notes clearly (thematically, chronologically etc.)

Step 3

- Identify specific study strategies you will use and try to incorporate those that were recommended by the professor
- E.g. study groups, self-testing, making flashcards, drawing diagrams etc.

Step 4

- Create and commit to a weekly study schedule leading up to the exam

Step 5

- Self-monitor your study progress and modify your plan accordingly



ADDITIONAL RESOURCES

- **Office Hours Videos and Resources**
- **BCLA Advising Center:** provides advising support for course planning, interpreting degree audits, understanding core and major requirements etc.
- **Academic Resource Center:** offers course tutoring, writing tutoring, and specialized support for first-generation college students
- **Katz Family Academic Skills Program:** connects students with learning specialists and academic coaches for support with study skills, time management, test-taking strategies etc.

CONTACT US



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Scan the QR Code to make an appointment with BCLA Advising!

