

NAVIGATING OFFICE HOURS

PART I: PREPARING FOR THE INITIAL MEETING

BENEFITS OF OFFICE HOURS

- Builds community and student–faculty rapport (helpful when asking for letters of recommendation)
- Encourages critical thinking and meaningful engagement with course material
- Creates opportunities to clarify questions, identify mistakes, and learn from them
- Facilitates preparation for upcoming assignments
- Provides further insight about the course and how to succeed in it



BEFORE YOUR MEETING:

- Go over course syllabus and identify the professor’s Office Hours timeslot, preferred mode of scheduling, and location
- If you have scheduling conflicts, contact your professor for alternative availability
- Review the professor’s website and/or LinkedIn to learn more about them
- Review course content and prepare questions to ask during your meeting
- Consider asking about professor’s expectations for the course and strategies to succeed in it
- Bring notetaking materials: e.g. laptop, tablet, notebook

SAMPLE QUESTIONS

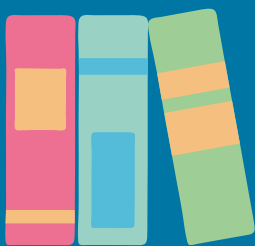
don't be afraid to ask questions!

If you're still unclear about course structure and grading after reviewing the syllabus, consider asking:

- How will each class be structured?
- What does a typical exam format look like for this course?
- Will grades be posted on Brightspace or handed back in class?

If you're interested in research/career opportunities, consider asking:

- What are your key research interests and areas of expertise?
- How can I get more involved this in field/research area?
- I'd love to learn more about the issues discussed in this course, what are some opportunities for research in this area?
- What are some career paths I could explore within this field?



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!

