



# TALKING TO YOUR PROFESSOR

## What are Office Hours?

Your professors schedule office hours for YOU! If no students come in, they have plenty of grading, research and other work to do. Office hours are designed to help students. To make the most of your meeting, do the following:

- Know what you want from the meeting beforehand.
- Write down questions and topics to discuss ahead of time so you don't forget.
- Bring graded tests, study materials, your class notes, and your laptop with you.

## Reasons to Meet with Your Professor

- Catching up from a missed class (after getting notes from a peer)
- Help with assignments
- Advice on career, research, internship opportunities, or course selection
- Reviewing previous exams
- Needing administrative help (forms signed, letter of recommendation written, etc.)
- Understanding confusing concepts

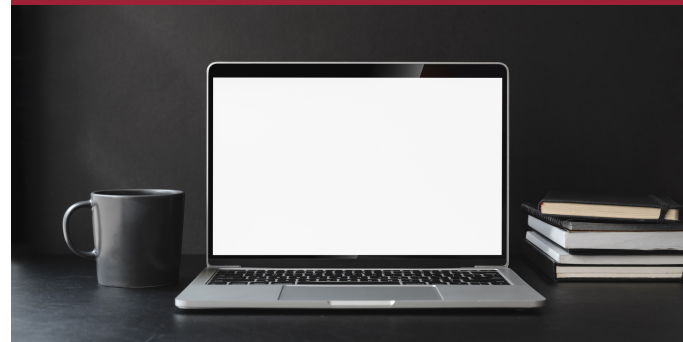
### AT A GLANCE

1 - BE ON TIME

2 - BRING NOTES AND LAPTOP

3 - COME WITH SPECIFIC QUESTIONS/TOPICS

4 - KNOW THAT THEY WANT TO HELP YOU



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## Reasons to Meet with Your Professor

### NEEDING ADDITIONAL HELP

Professors are the best source of advice for how to succeed in their classes. If you are investing sufficient study time and still not doing well, go talk to your professor. Be honest and communicate non-defensively. Let your professor know what you are already doing (how many hours you spend reading, reviewing notes, studying with other students, etc.)

Ask questions about what you don't understand and take feedback.

### SEEKING ADVICE

- "I'm considering majoring in Data Analytics and would like some information."
- "I'm thinking about going to graduate school in Special Education and I have some questions."
- "How did you decide to major in your area and are you glad you made that decision?"
- "Other than being a social worker, what other career opportunities exist with a Sociology degree?"
- "Are you aware of any internship or research opportunities that would help me explore this major further?"

"If I have seen further, it is  
by standing on the shoulders  
of giants."

*Isaac Newton*

### CONCERNS ABOUT TESTS

Reviewing past tests and quizzes to learn from your mistakes is an invaluable study tool. If you aren't sure why something was wrong, ask your professor. Or, if you are not doing well on tests and are not sure why, try, "I want to do better on your tests. Can you give me some suggestions?"

### ADMINISTRATIVE HELP

Faculty spend much of their day in the classroom or preparing for being in class, so sending them an email to ask for something is not the most effective way to reach them. If you need them to do something for you, go to office hours in person. Some examples would be to have a form signed or to request a letter of recommendation.

