

a guide to

Instructor Office Hours



Office hours:

- are a designated time during which students may meet with an instructor or teaching assistant to ask questions.
- occur regularly in a location or method (online) selected by your instructor. It is common to find information about when and where office hours are held in your course syllabus.
- are often held in a first come, first served fashion. That may mean that you will have to wait in line before it is your turn to meet with your instructor. It is a good idea to arrive on the earlier side so that you get your turn before office hours end.
- are sometimes held during appointments that the instructor will ask students to sign up for. Again, this information will be shared by your instructor usually in person and also in your course syllabus.
- are different from what happens in high school., when a teacher may require a student to stay after class to review information if they are struggling in a course.
- are used by students for a variety of purposes including, to ask clarifying questions about course content; receive one-on-one attention to help you master course material; ask for ideas for strategies on how to best prepare for and engage with the coursework; request clarity on how you are doing in the course; and get to know your instructor and learn about their educational path. The relationships you develop with your professors can prove quite useful when you are applying for jobs or school and you need letters of recommendations.