



# Faculty Office Hours

One of the best things you can do for academic success is attend office hours. Take advantage of this time your instructors have set aside for you to connect and ask questions one-on-one. Just go!

## Before your visit

**Collect** problems you've attempted, notes you've taken and returned work.

**Think** of questions, write them out if that makes you more comfortable.

**Adopt** a growth mindset and go into the meeting believing your instructor wants you to succeed.

**Read** the syllabus or assignment to see if your questions are answered there.

**Prepare** to share how this course works into your future course load and life path.

## During your visit

**Greet** them and offer your name.

**Be honest** about struggles you're having in class and outside of class *if they affect you academically*.

**Demonstrate** your interest in the course and material by mentioning things that have interested you and helped you.

**Ask** follow-up questions, rephrase your doubts and request more examples if necessary.

**Take** appropriate notes.

**Remain** calm and respectful.

## After your visit

**Thank** your instructor.

**Include** feedback, including things that you found especially helpful about your visit.

Instructors are people too, and most want to continue to learn and improve.

**Add** to your notes summaries of ideas and information you gained during your office hour visit.

**Incorporate** as many of your instructor's tips and suggestions into your study habits as you find helpful.

**Share** with classmates!

For more information on the **USU Academic Resource Finder**, **Habits of Mind** courses

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