

Course Details

Academic Success Center

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Course: _____

Day(s): M, T, W, R, F **Time:** _____

Professor: _____

Contact Info: _____
(Phone / Email / Zoom / other)

Traditional / Hybrid / Blended / Online (circle one)

Digital Platform(s)	Classroom Codes (logins, passwords, etc.)

Office Hours: _____

TA: _____

Is there Supplemental Instruction offered for this Course? Y / N

Info: _____

Are there Tutors available? Y / N

Info: _____

Who is one person in the course you could ask informal questions, if needed:

Name: _____

Contact Info: _____

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What Are Office Hours?

Professors and Teaching Assistants (TAs) schedule time outside of class to meet with students known as office hours. Office hours give you one-on-one time with your professor and/or TA to discuss the material being presented in class or other related interests you have.

Topics/Reasons to Meet With Your Professor

- Understanding content from a lecture or assignment
- Review the expectations for the structure of an exam/project
- Career trajectory. Why is this class important for your future?
- Research or volunteering opportunities

Most professors do not require that students attend office hours. They expect students to decide for themselves when they need or want to participate. Professors usually announce their office hours on the first day of class or on their print or web-based course material.

Most Professors and teaching assistants do not have lessons planned for office hours. They expect students to “drive” these meetings with their questions and their thoughts. A good way to prepare for office hours is to attempt your homework and review your notes from class and from readings and identify as clearly as you can what you do not understand.

Example Email to Establish a Connection With Your Professor

Good morning Professor _____,

My name is _____. I am a student in your (Time) (Section) (Course). I would like to set up a time to meet with you in person to discuss (Topic).

Here are a few times I am able to meet with you this week.

- Day, date, time
- Day, date, time
- Day, date, time

Thank you in advance for taking time from your busy schedule to meet with me, I sincerely appreciate it.

Best,

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