

# Why Should I Go to Office Hours?

*...and what should I do when I get there?*

## What are office hours?

All professors at City Tech hold office hours. Basically, this is time they set aside to meet with students one-on-one to get to know you better, to help answer questions, or to help you with problems you're having in the class. These may be held in person or online. Check the syllabus or ask the professor to find out!

## Why go to office hours? Reason 1: get to know your prof

In college, especially in large classes, it can be very useful to know your instructors personally. This helps them put your writing in context and, honestly, they are more likely to cut you a little slack if something goes wrong later in the semester and you need an extension. This isn't because they're playing favorites, but just because they can put a name to a face!

## Reason 2: to ask for help

If you are confused about something that seems too complex (or specific to your own writing) to ask in class-- go to office hours! If you are struggling in the class, come to office hours! If you are unhappy with your grade, and you want to know what you need to do to change it, come to office hours! If you are too shy to speak in class and want to find other ways to participate, come to office hours! Office hours will get you more in-depth help than an email. You can have a conversation instead of just getting the tip of the iceberg.

## Reason 3: to prepare

Your professor can also help you with your homework and your major assignments. Go talk to them if you'd like to get your final essay in tip-top shape or to make sure your assignments are on the right track. We don't have exams in most writing courses, but in your other classes, you can go see your professor for help preparing for the exam.

## Preparing for office hours

Sometimes, you don't need an appointment and you can just drop in during designated office hours. Some professors require appointments. Some professors meet in person and others online. This will all be on the syllabus. Make sure you know when and where to meet! Sometimes, professors will have office hours that don't fit into your schedule. It is PERFECTLY FINE to email them or ask them after class if they can meet another time! To prepare, make a list of questions you want to ask or points you want to make during the meeting.

## During the Meeting

Be on time-- if you've made an appointment, you might miss it if you're late, plus it's a bit rude! Things do happen, but do your absolute best to make it! Bring the pertinent materials-- the paper or homework you want to talk about, your questions, your computer, etc... Put your phone away (or at least do not text, check texts, or otherwise be distracted during the meeting. It's only about 15 minutes! You can make it through! Remember when you meet with your professors, this is like a trial run for meeting with a boss. Act accordingly. Take notes! You'll want to remember what the professor has said to you.

## After office hours

Make sure you follow up on any plans or agreements you made during your appointment Incorporate any suggestions the professor gave you (check your notes!) Make an appointment at the Writing Center if you think that will be helpful Always feel welcome to come to office hours again to follow up or ask more questions!