Talking to Professors

The Basics

If you are concerned about office hour etiquette, just remember to **be respectful**:

- Arrive to your appointment on time.
- Address the professor by her last name with the appropriate title (professor, doctor, etc.) unless she has asked you to address her by her first name.
- Keep your interactions professional.
- Thank the professor for her time.

**Write down a list of questions or bullet points** to discuss during the meeting to help keep you focused and on track, which will help boost your confidence. If you take advantage of office hours, you will likely discover that your instructors are approachable and willing to help.

**Bring a notebook and pen** to write down what you discuss. It is easy to think you will remember what you have covered, but several days later, you will likely forget what you discussed if you have not written it down.

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**Top 5 Reasons to Use Office Hours & Tips for Using the Time Effectively**

**REASON 1: Introducing yourself.**

- Tip: Take cues from your instructor as to what is appropriate.

**REASON 2: Clearing up confusion.**

- Tip: Go to office hours sooner rather than later.
- Tip: Prepare before you go.
- Tip: If you missed class, target the most important concepts.

**REASON 3: Evaluating how you are doing and improving the way you study.**

- Tip: Think about how you study for class.
- Tip: Use a recent test as a springboard.
- Tip: Don’t expect an instructor to be more lenient.

**REASON 4: Enhancing your educational experience.**

- Tip: Give it some thought.
- Tip: Write down specific questions.

**REASON 5: Discussing special requests.**