



TALKING TO YOUR PROFESSOR

What are Office Hours?

Professor office hours are set times each week when a professor is available specifically to meet with students outside of class.

Office hours and location are listed on the course syllabus and in Canvas. They can also be found on the faculty's webpage by searching their name on the Westmont website.

If you have class or another conflict during your professor's posted office hours, you can contact them directly to request an alternate appointment time.

Reasons to Meet with Your Professor

- Ask questions about lectures or assignments
- Get help with difficult concepts
- Review exams or papers
- Talk about study strategies
- Get advice about the course, major, grad school, or careers
- Needing administrative help (forms signed, letter of recommendation written, etc.)

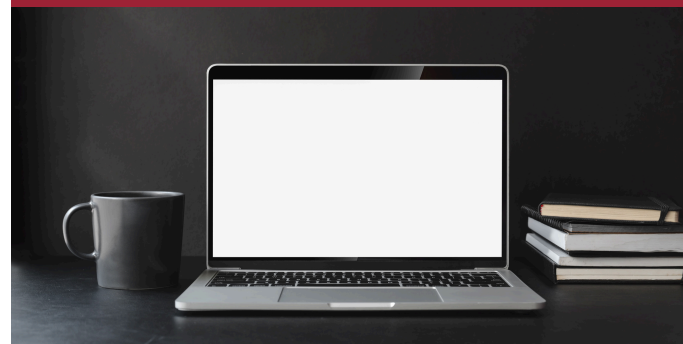
TO MAKE THE MOST OF
YOUR MEETING

1 - BE ON TIME

**2 - COME WITH SPECIFIC
QUESTIONS/TOPICS**

**3 - BRING NOTES, STUDY
MATERIALS, AND LAPTOP**

**4 - KNOW THAT THEY
WANT TO HELP YOU**



WESTMONT
CENTER FOR STUDENT SUCCESS

GOOD TO KNOW:

You don't need to be struggling to go. Students who use office hours often do better because they:

- Clarify confusion early
- Build relationships with professors
- Get more personalized guidance



Reasons to Meet with Your Professor

NEEDING ADDITIONAL HELP

Professors are the best source of advice for how to succeed in their classes. If you are investing sufficient study time and still not doing well, go talk to your professor. Be honest and communicate non-defensively. Let your professor know what you are already doing (how many hours you spend reading, reviewing notes, studying with other students, etc.) Ask questions about what you don't understand and be willing to implement feedback.

SEEKING ADVICE

- "I'm considering majoring in Data Analytics and would like some information."
- "I'm thinking about going to graduate school in Special Education and I have some questions."
- "How did you decide to major in your area and are you glad you made that decision?"
- "Other than being a social worker, what other career opportunities exist with a Sociology degree?"
- "Are you aware of any internship or research opportunities that would help me explore this major further?"

PREPARING FOR EXAMS

Reviewing past tests and quizzes to learn from your mistakes is an invaluable study tool. If you aren't sure why something was wrong, ask your professor. Or, if you are not doing well on tests and are not sure why, try, "I want to do better on your tests. Can you give me some suggestions?"

ADMINISTRATIVE HELP

Faculty spend much of their day in the classroom or preparing for being in class, so sending them an email to ask for something is not the most effective way to reach them. If you need them to do something for you, go to office hours in person. Some examples would be to have a form signed or to request a letter of recommendation.

OTHER WAYS TO CONNECT:

- Talk to them before/after class
- Schedule an appointment
- Take a Professor to Lunch/Coffee program

