

# Meeting with your professor 101

Office hours are a great way to connect with your professor, one-on-one. Check out these tips to help you make the most of your meeting:



- **Make an appointment early**

Professors are busy during midterms and finals, so try to beat the rush. Read your syllabus carefully and plan to ask for help before you need it.

- **Be courteous**

Professors will respect and help you much more if you respect them first. Use proper etiquette and grammar when emailing, and refer to your professor by their preferred title.



- **Be honest and upfront**

If you're struggling, say so. If you want help on something specific, be specific. If you don't even know what you don't know, let them help you figure it out. The more honest you are, the more help you'll receive.



- **Utilize feedback and follow up in necessary**

Apply your professor's feedback to your work and if you still have problems, let them know. Rest assured that you're not bothering them — this is what they're here for.

# Asking better questions gets you better help

- **“I failed last week’s quiz and I just realized that I’ve been struggling with quiz preparation. Can we go over that during your office hours?”**
- **“I see on the syllabus that we’re going over linear equations in week 3, which I really struggled with in high school. Can you recommend some ways I can brush up on these concepts?”**
- **“I added three paragraphs to the final paper that we discussed on Wednesday, but I”m stuck again. Can you review what I have and point me in the right direction?”**

