

# Helping students make the most of office hours\*

\*The term *office hours* can seem mysterious and intimidating. See "rebrand," below.

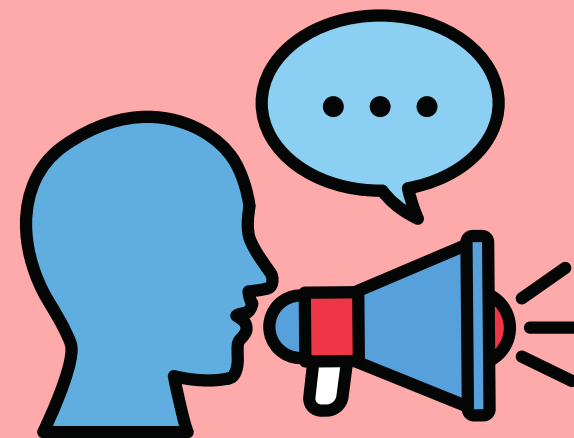
## What are your goals?

What do you want students to gain from engaging out of class? What activities/structures make best use of this time?



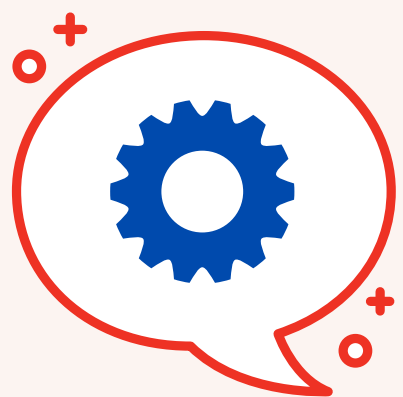
## Share the purpose

Communicate your purpose and goals to students who may be uncomfortable or unfamiliar.



## \*Rebrand

Consider renaming to make the purpose clearer: *Study sessions, weekly reviews or networking chats.*



## Encourage groups

Encourage students to attend in groups to provide a less stressful and more collaborative experience.



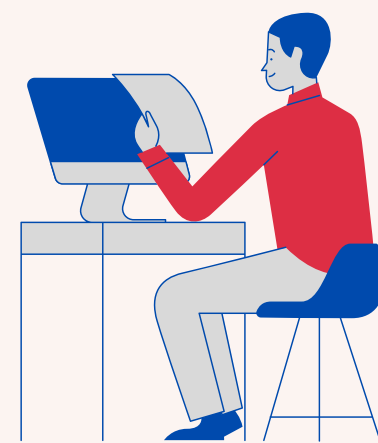
## Schedule time and place

Regular, protected meeting times in an easy-to-find location lower the threshold for students to attend.



## Be flexible

Flexible meeting times and modes help students with complicated lives.



## Ask the experts

Ask TAs/learning assistants what makes them feel comfortable and what format is most helpful to support their learning.



## Resources

V. Sathy and K. A. Hogan, [How to Make Your Teaching More Inclusive](#). *Chronicle of Higher Education*, 2019.  
M. Gemein and K. Southard, [UArizona Office of Instruction and Assessment](#).

