



Attending Office Hours Worksheet

Instructions

This worksheet will help you prepare to meet with your professor. For each section, you can use a maximum of 50 words or three sentences in the spaces provided.

Topic

What assignment, activity, concept, or idea do you have questions about?

Goal

What do you want to discuss during office hours? Do you have ideas for an assignment that you want feedback on, or do you want to talk about a grade you received? Do you want to chat with the professor about the course in general? List one to three specific discussion goals.

Preparation

What have you already done to get more information or clarity about your questions? Check all that apply.

- Read the course outline.
- Reviewed the course policies.
- Checked the D2L course.
- Asked other students.
- Completed other self-directed work.

Next Steps

What do you plan to do with the information you receive from your professor?