

OFFICE HOURS



What are Office Hours?

Every faculty member at DePaul holds office hours. They are usually listed on your syllabus. But do you know what they're really for? The answer is simple. They're **time for personalized attention**. In office hours you get your teacher all to yourself. Take advantage of this, because it's a valuable opportunity.

Why it's Smart to Go to Office Hours

1) Relationship Building

At some point you're going to need letters of recommendation. Strong relationships w/ faculty lead to strong recommendation letters. But relationships take time to build. The more you go to office hours, the better your faculty will get to know you and the more options you'll have for letter writers when you need one (or two, or three).

2) You'll Probably Get Better Grades

You can review concepts and assigned reading that you still don't understand fully. Some students are shy about asking for extra review. It's OK to ask for help. Faculty want you to learn and they want you to come to office hours if you need help.

If you did poorly (or less well than you expected to do) on an assignment, then talk to your instructor about it ASAP. The more you talk to faculty the more you'll learn about the course material, about what's expected of you, about how to do well on assignments. It's better to do this in office hours, where you'll have the instructor's undivided attention and they're not in a rush to get to their next class (and neither are you!). This is an investment of your time and your GPA will thank you for it.

3) Get Suggestions on Other Courses You Might Like

Faculty know what they're teaching next term and possibly next year. They also know what their colleagues in other departments are teaching. So this is your chance to get some tips on who else might be teaching a course that you'd like (inside and outside your major).

Etiquette in Office Hours

1) Arrive on Time

Arrive about 5 minutes early if you scheduled an appointment. If you're dropping by during "open" hours, arrive on the earlier side if you can (e.g. for office hours that are 3-5pm, arrive closer to 3pm). If you can't arrive on the early side, be sure to arrive at least 20 minutes before the closing time, so that you have enough time for a substantive conversation.

2) Introduce Yourself

Yes, your instructor has seen your face in class, but it takes a while for them to learn everyone's name. Help them out by offering your name and reminding them which class you're in (faculty teach more than one per quarter).

3) Come Prepared

Bring the course texts, your notebook, and the syllabus. Write down some questions ahead of time, so you don't forget & you cover everything. Your faculty may give you suggestions on study habits or source materials, which is why you'll need a notebook. The more prepared you are, the more you'll benefit.