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 hope students will gain from engaging outside class meetings? What activities/structures make the best use of this time?

*Rebrand
Consider renaming to make the purpose clearer: *Study sessions* or *Weekly reviews* or *Networking chats*.

Schedule time
Regular, protected meeting times lower the threshold for students to attend.

Ask the experts
TAs or learning assistants can share what makes them feel comfortable and what format is most helpful to support their learning.

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

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

Be flexible
Flexible meeting times and modes help students with complicated lives.

Resources
M. Gemein and K. Southard, UArizona Office of Instruction and Assessment.

From the Office of Instruction and Assessment at the University of Arizona.