

Helping students make the most of office hours*

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

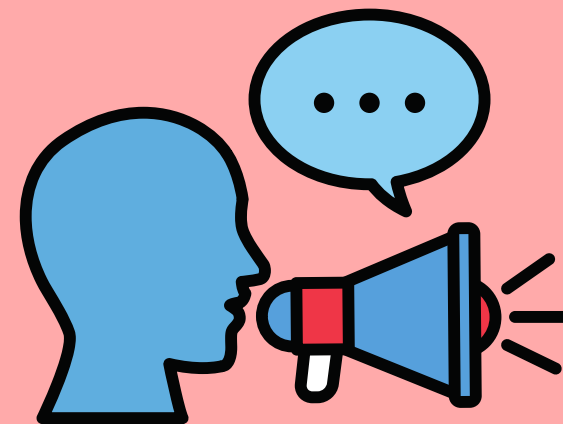
What are your goals?

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



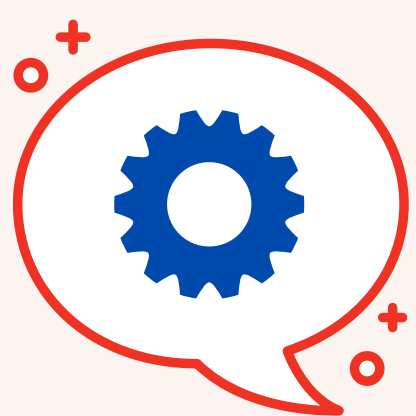
Share the purpose

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



*Rebrand

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



Encourage groups

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



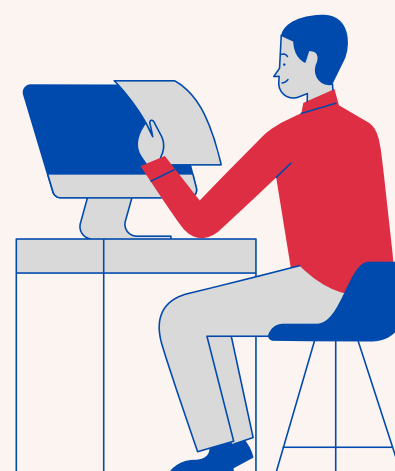
Schedule time

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



Be flexible

Flexible meeting times and modes help students with complicated lives.



Ask the experts

TAs or learning assistants can share 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](#).



From the [Office of Instruction and Assessment](#) at the University of Arizona

