### How to make your office hours impactful!

## Tips from Pedagogy Cafe's Discussion



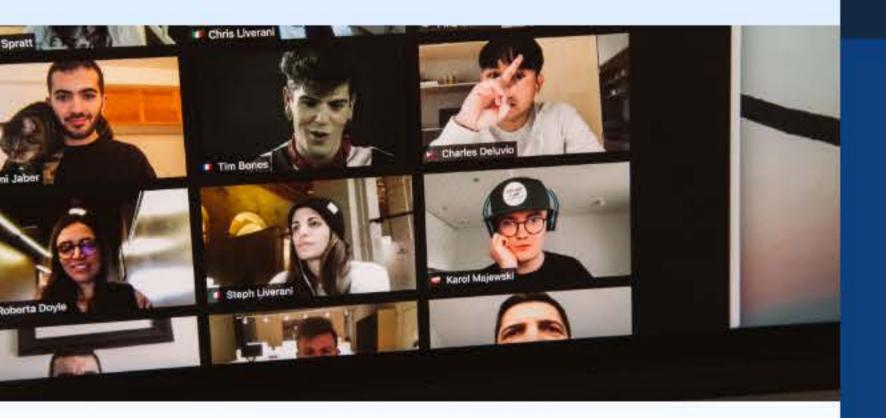




#### Give office hours a purpose.

Students are more likely to attend office hours if there was a purpose related to their learning. Make office hours themed:

- Going over a grading rubric.
- Discussing instructor's expectations for an assignment.
- Getting informal and early feedback on an assignment.



#### Check-in with each other.

Offer office hours as a chance for groups to check-in with each other and get instructor's feedback.

#### Be flexible with virtual office hours.

Not all office hours have to be zoomonly. Consider alternates:

- Discussion boards for Q&A.
- Google voice/text.
- · Slack.
- For hybrid classes, consider asynchronous days for additional office hours.



#### Lacking a reason why to attend.

If students are told to use office hours only if they have questions, they are less likely to attend, as they:

- May not feel their question is good enough.
- May feel intimidated.
- May be at work or in another class.
- May not have a question yet.



# Let it be informal and social

#### Too much structure.

Students, just like instructors, may have zoom fatigue. Another formal class-like task may not be exciting.

A chance to have an informal discussion with peers and instructor may be a beneficial opportunity during office hours.



Be flexible

## One form of office hours only. Students are just as diverse as

Students are just as diverse as faculty members.

Only one type of office hours (oneon-one zoom) may be limiting to different learners.



