

How to make your office hours impactful!

Tips from Pedagogy Cafe's Discussion



✔ Try these

✘ Try to avoid these

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.



Give it a purpose

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.



Check-in with each other.

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



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 with virtual office hours.

Not all office hours have to be zoom-only. Consider alternates:

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



Be flexible

One form of office hours only.

Students are just as diverse as faculty members.

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



powered by

 PIKTOCHART