

TIPS FOR GOING TO AFTER SCHOOL OFFICE HOURS

1. GO WITH A FRIEND

- a. If you are nervous about going to office hours for help, ask a friend to join you. Not only can you get help with schoolwork that is challenging, but you and your friend can become “study buddies”. If you’re stuck on something after school hours, you and your friend can talk and compare notes.

2. GO TO THE CLASSROOM AND DO YOUR HOMEWORK

- a. A great use of office hours is to go to the classroom and work on homework there with the teacher present. If you are confused or unclear about something you learned in class and now have to use that information for homework, the teacher is right there to help.

3. HAVE A SCRIPT IF YOU’RE NERVOUS:

- a. “I’ve read the assignment and it still doesn’t make sense to me. What parts should I focus on?”
- b. “I’m not sure I understand this math homework. Could you check my answers?”
- c. “Can we do a summary of the lesson today? I’m still confused about it and want to do well on the test.”
- d. “Do you have any practice tests or practice problems I could use to prepare for our next test?”
- e. “I was absent yesterday. Could I get a copy of the notes?”

4. WRITE IT DOWN

- a. As you review your notes or do homework, make a list of questions or topics you are not sure about. This will be helpful so you won’t forget what to talk about when you get to the office hours.
- b. When a test is returned, look at questions that you answered incorrectly and write down what you did wrong so you can talk to your teacher about it. This is especially helpful for classes where teachers don’t return tests for you to keep.
- c. If you have many things to go over with your teacher, you may want to send a Google Classroom message or email first and set up a specific day/time to meet.