

Hokie HigherEd Libs

FACULTY OFFICE HOURS

Hi Professor _____:

(Professor's Name)

My name is _____ and I am in your _____ class that meets

(Name)

(Course Name)

on _____ at _____. Thank you for this time — I understand

(Day)

(Time)

that we have _____ minutes, correct? I have a few questions about _____.

(Time)

(Subject/Topic)

I _____ the _____, but was _____ by

(Verb)

(Current subject/ Topic)

(Confused/Lost/Frustrated)

_____. My first question is: _____

(Idea/Theme/Concept)

1a. If immediate explanation is clear, follow up with:

“Thanks, that’s helpful.” Move on to next question with, “My next question is...”

1b. If immediate answer is not clear, use a follow-up probe such as:

“What does that mean?” or “Can you help me understand the main point?”

2. If second attempt at explanation is not clear, try:

“Can you say that differently?” or “Can you give an example?”

3. If alternative explanations are better but not decidedly clear:

“Is there a page in the textbook or reading (or point in the video, YouTube, lecture notes, etc.) that I can reference for further information?”

Once finished, thank the professor and remind them of your name.