Office-hours prep sheet

Go to a professor's or TA's office hours with specific questions and your attempts. It saves time for both of you.

NAME _____ DATE _____

Before: Course: [code] · Instructor or TA: [name] · Office hours: [day, time, room or online link]

Topic or assignment: [name]

My questions: 1. [Specific question] · What I tried: [steps, page or slide number]

2. [Question about feedback or a mark] · The comment I don't understand: [quote]

3. [Question about the next assignment or exam format]

Bring: [Your notes, the problem set or draft, the rubric]

After: What I learned: [points]

What I will do next: [action and date]

Follow-up email needed? [yes or no]

Replace every [bracket] with your own words.