Office hours term log: times, questions and follow-ups

Keep every course's office hours in one place, park questions as they come up, and log what you asked and what you'll do next, all term.

NAME _____ DATE _____

OFFICE HOURS THIS TERM

Course	Instructor or TA	Day and time	Room or link

QUESTION LOG

Date	Course	Question	What I tried first	Answer or next step

BEFORE AND AFTER EACH VISIT

- [ ] Question written down with the page, slide or problem number
- [ ] The rubric or feedback comment is with me
- [ ] My attempt or draft is with me
- [ ] Follow-up email sent if I was asked to send one

Office hours are for any student, not only students who are behind. A short, specific question with your attempt gets the most useful answer.