

OFFICE HOUR PLANNER

Use this before or during office hours to guide a productive conversation.

- **Course & Context**

- Course name & number:
- Instructor / TA:
- Date of office hours:
- Topic(s) I want help with:

- **What I've Already Tried**

This helps faculty help you more effectively.

- Readings reviewed:
- Lecture notes reviewed:
- Assignment instructions or rubric checked:
- Practice problems / drafts attempted:
- Other resources used (tutoring, study group, eLC, etc.):

- **My Specific Question(s)**

Aim for 1–3 clear, focused questions. Start questions with “Can you help me understand...” or “I’m stuck on...” rather than “I don’t get any of this.”

- Question 1:
- Question 2:
- Question 3:

- **What I'm Hoping to Learn**

- Concepts I want clarified:
- Skills I want to improve (e.g., structuring an essay, approaching proofs):

- **Notes From the Meeting**

- Key explanations or examples:
- Next steps or action items:
- Resources or referrals suggested:

- **Follow Up Plan**

- What I will do next:
- When I plan to check back (if needed):

