

### What are Office Hours?

All undergraduate professors at Nazareth College are required to put aside 2-3 hours a week for students to meet with them outside of the classroom. These are called office hours. Office hours are a great time for students to meet with their professor to gain a further understanding of course material, ask for help or clarification about course-related topics, and/or ask questions about compelling topics of interest.

### What Office Hours Are Not

Office hours are not designed as a punishment or detention. They are not a high school version of a required after school study session. They are also not a place where your professor will do your homework for you.

### What should I do to make the most of Office Hours?

1. Attempt your work and study your notes BEFORE you plan on attending office hours.
2. Try to identify specific questions or concepts you need to address during the office hours.
3. Instructors may ask you questions about the material. They do this to find out what you understand, and to provide you with information and strategies tailored to your individual needs.
4. Be patient! Several students come for office hours at the same time. If the instructor is especially busy, you may have to wait a little longer for individual assistance. Plan ahead! Use this time to study the material.
5. Instructors may also suggest general study strategies to help you improve your overall academic performance.
6. Avoid waiting until the day before the test or the day before an assignment is due to seek assistance. It is EASIER to keep up than to catch up!

### Benefits of Office Hours From The Professor's Perspective

*"Office hours give students and faculty an opportunity to meet outside of the classroom in order to accomplish a number of different things. Students often use office hours to catch up on something they missed, ask further questions about course material and assignments, or simply learn at their own pace. Faculty often use office hours to clarify or emphasize points from class and to give specific advice about study habits."*

– Adrian Arellano,  
Professor of Philosophy, Nazareth College

*"Office hours are useful for two reasons. First, talking one-on-one helps professors learn exactly how a particular student thinks and learns, which in turn makes assistance more effective and helpful for the student. The second is that it fosters an out of class relationship, which is often valuable to students when they need advice about career or class choices, letters of recommendation, assistance with personal matters, or future mentoring on projects related to class."*

– Kimberly McGann,  
Associate Professor of Sociology & Anthropology,  
Nazareth College



## Office of Student Success

Adapted from Cornell University, [www.lsc.cornell.edu](http://www.lsc.cornell.edu)

### ***Definition of Student Success:***

The true measure of student success is how well students are prepared to accomplish their current and future academic, personal, and professional goals through the development of knowledge, a sense of responsibility and self-reliance, and a connection to the college and wider community.

### ***Learning Outcome:***

**Active Involvement:** By utilizing professor office hours you are exhibiting the student success learning outcome of active involvement. This encompasses the active engagement in the learning process (both inside and outside the classroom), exploration of your major and college requirements, and in the use of campus resources.