

Office Hour Guidelines and Policies

Office hours are an opportunity for students to ask in-depth questions and to explore points of confusion that cannot be addressed in class.

Effective use of office hours requires some organization. As a student you are expected to:

1. Attempt the problems yourself before asking for help.
2. Have clear/concise questions.
3. Have completed all reading from lecture notes, and have the specific sections/areas to discuss in OH on hand.
4. (For Lab related questions) Read all lab material (especially the help page).

These are the building blocks of good study habits and will help the Professor/TA lead you to better understanding of the material.

As a student you are expected to bring the following with you to OH:

1. Clear (handwritten) work.
2. Access to the lecture notes for reference to your questions.
3. A willingness to participate in a learning experience, *i.e.*, we may ask you questions and help you understand the concepts better but we WILL NOT just give you solutions/answers/do your homework for you.

Office hours are NOT the time to

- Begin assignments – good study habits start with doing a thorough attempt of the assignment close to the time the material was presented in lecture, then you can use the office hours efficiently for only those topics of confusion or when you get stuck!
- Makeup unexcused lectures/labs – if you are missing the lectures/labs, you are responsible for studying independently. You should not use OH as your personal tutoring center to makeup for delinquency. Leniency will be taken into account for those with excused absences as described in the syllabus.