## Remedy for unattended Office Hours

**YIELD:** MANY Students coming to hours

### INGREDIENTS
- 1 cup student awareness; repeated, visible & transparent
- ¾ cup clear expectations
- ½ cup communicated changes
- ¼ cup welcoming environment
- (extra) a dash of fun & a sprinkle of computer with Skype/Zoom/Google Hangout

### CHEF’S PREP

**SERVES both instructor & students**

Any size class but optimal for <100

**MENU**

This remedy is for anyone afflicted with less than desired attendance for office hours; let the positive correlation between office hour attendance and course performance be present for your students. Whether no one shows up, only shows up the day before the exam, or you are just generally unsatisfied with the attendance, this remedy is for you.

### INSTRUCTIONS - go beyond having hours at convenient, staggered and consistent times for students

1. **Change the name from office hours to “student hours”**
   - a. Hold some office hours in a common area for students (classroom, laboratory, library, study area…)
   - b. Designate different types of hours throughout the semester (assignment workshop, review/study, open lab)
     *You’d be surprised much how more welcoming this appears to students*

2. **Add an assignment** where students must come to your hours
   - a. Requirement is communicated (syllabus & repeated verbally during class)
   - b. Prepare a list of questions prior to student arrival (2-3 to get to know them + 2 related to class)
   - c. Students complete this assignment during the first few weeks of class
     *helps breakdown student barriers (anxiety/fear of going to office hours & not knowing your office location)*
     **Tip:** Decrease traffic jams by having students sign-up for time slots (also provides digital track record)

3. **Get them to come back:** positive and valuable experience with clear takeaway
   - a. Ensure questions get answered regarding content, assignments and assessments
     - i. Balance directly answering with prompting deeper learning through guiding questions as responses
   - b. Obtain constructive and positive feedback
     - i. Provide specific examples for students and determine with students concrete next steps forward
   - c. Snacks or something intriguing to get students attention and come back

4. **Have hours both in-person and virtually**
   - a. Have your audio & video ready for interactions online.
   - b. Post a sign on your door welcoming students to come in (i.e “Please help me take a break from emails”)
   - c. Use breakout rooms or a scheduler if students desire private conversation

**Pro Tip** - Post an away message (ex. “in a breakout room, send me a message via chat to let me know you are here”)

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**Additional resources can be found on the back of this recipe card**
Resources for Unattended Office Hours


Office Hours that Work. Stanford University Teaching Commons. https://teachingcommons.stanford.edu/resources/teaching/student-teacher-communication/office-hours-work
