

Brown Bag – Office Hours
November 6th, 2014
Facilitated by Kevin Menton
Business 111, 11:30 – 12:30pm

The Center for Teaching Excellence hosted a Brown Bag Faculty Conversation focused on how to (re)Design Office Hours. The group of faculty members discussed why students often do not attend office hours. The conversation centered on ways to encourage students to attend office hours and how to ensure that students return to office hours.

Below are strategies that the group discussed to influence the attitudes and behaviors of students towards office hours:

1. Rebranding Office Hours:
 - a. Students have stated that they believed office hours meant time that the faculty would be working. So, faculty may want to explain to that this is time set when students are invited to seek out help. Consider changing the name, for example “Facetime,” to emphasize that this is time for the faculty member and student to work together.
 - b. Have a scavenger hunt of the school that highlights important and relevant resources and ends at your office.
 - c. Demystify office hours in class - discuss with students how they can prepare for office hours.
2. Create a welcoming environment:
 - a. Allow students to be curious:
 - i. Talking to the students – “Tell Me Somethin’ Good”
 - ii. “Ask me anything” policy
 - b. There should be a collaborative space dedicated to working with the students. Consider having candy or cookies for students.
 - c. Teach something beyond the class content and talk about big ideas.
3. Take the time to foster a positive Teacher-Student dynamic
 - a. When finished, always ask 2-3 extra questions about major, transfer/future plans, etc.
 - b. Share your personal career successes and challenges.