

HOKIE HIGHER Ed LIBS

FACULTY OFFICE HOURS

Hi Professor _____:
(Professor's Name)

My name is _____ and I am in your _____ class that meets
(Name) (Course Name)

on _____ at _____. Thank you for this time – I understand
(Day) (Time)

that we have _____ minutes, correct? I have a few questions about _____.
(Time) (Subject/Topic)

I _____ the _____, but was _____ by
(Verb) (Current subject/Topic) (Confused/Lost/Frustrated)

_____. My first question is: _____
(Idea/Theme/Concept)

1a. If immediate explanation is clear, follow up with:

“Thanks, that’s helpful.” Move on to next question with, “My next question is...”

1b. If immediate answer is not clear, use a follow-up probe such as:

“What does that mean?” or “Can you help me understand the main point?”

2. If second attempt at explanation is not clear, try:

“Can you say that differently?” or “Can you give an example?”

3. If alternative explanations are better but not decidedly clear:

“Is there a page in the textbook or reading (or point in the video, YouTube, lecture notes, etc.) that I can reference for further information?”

Once finished, thank the professor and remind them of your name.



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