



## Using your lecturer's office hours well

Many students are unsure what to expect from their lecturer's office hours and how they can best prepare for them. To ensure that conversations during office hours are as productive as possible and both sides are satisfied with the outcome, it usually takes preparation. This guide is designed to help you prepare for an effective office hour and have a precise idea of your central questions. You can fill in this worksheet at home and take it along with you so you always know what to ask.

### Before the office hour

#### 1. What do you want to talk about today?

Would you like feedback on your research question, are there problems with your referencing or are you having trouble finding good sources? Try to formulate your concerns as clearly as possible and avoid imprecise sentences like "I've just got some questions about my paper" or "Which topic should I choose?"

Today, I would like to talk about ...

#### 2. What have you prepared so far?

Have you done some initial research and collected ideas for topics? Do you have a rough draft you can show? Do you have some ideas for a research question and hypothesis? If you would like feedback on a paper you have already submitted: Can you remember your topic and can you explain why you chose it?

This is what I have prepared and can inform my lecturer about:

#### 3. What do you need help with?

Do you need support in adhering to formal requirements such as referencing style for mathematical formulas, figures or tables? Would you like to discuss your line of reasoning or the structure of your paper? Or would you like feedback on the last paper you submitted? If so, what should this feedback look like?

I need advice / feedback on ...

### **During the office hour**

Make sure you take notes (without waiting for your lecturer to remind you to) and also write down suggestions for sources:

## After the office hour

### **4. How do you intend to continue now?**

Do you need more (secondary or primary) sources? Will you revise your structure? If so, which are the points that need to be reduced, extended, rephrased? Are there still questions left unanswered? Do you know where you can find the necessary information? Or: What do you take away from this session for your next paper?

Write down your next steps in four to five sentences: