Using structured office hours to improve student engagement

Office hours are designated hours for formal interactions and a wonderful opportunity to engage students in the learning process. Adding structure and transparency to office hours can make it easier for students to get the help and support they need in a way that is manageable for you.

Meet in different locations where students feel comfortable

Vary locations, e.g. library, dining hall or popular outdoor locations on campus

At the start of the course

At the end of the course

During the course

Focus on introductions

Focus on one-on-one guidance

Focus on co-creating and community

Introductions
Quick chat
Getting to know each other
This is an opportunity to welcome students. Avoid discussing course content as these are brief

Any help regarding coursework
Discuss content
Help with the material
Discuss preparation for assessments / Assessment review
Career opportunities
Future plans

Letting students work on projects
Letting students study on their own or do their course related work
Allow students to bring over a friend for project / study
Help with the material
Simply hangout
Getting to know students better
Try a creative activity or a game
Share snacks

Vary locations, e.g. library, dining hall or popular outdoor locations on campus

Meet in different locations where students feel comfortable

Offer extended appointments as suits your discipline

Hold meetings in your office

Schedule appointments as needed for co-working in group

Varied locations on campus

This infographic was created in collaboration with Viji Sathy, Professor in the Department of Psychology and Neuroscience, Faculty Fellow on Inclusive Teaching for the Centre for Faculty Excellence and Director of the Townsend Program for Education Research at the University of North Carolina at Chapel Hill, USA.

References: