



Meeting with your Professor Outside of Class

1. Prepare
 - a. Make a list of questions that you want to ask your professor. This could be content questions, clarifications, syllabus questions, studying tips for the class, etc.
 - b. Look through the syllabus, your notes, the assigned reading, and any other class resources to see if you can answer your own questions.
 - c. Pull together your notes and bring them to the meeting for reference.
2. Schedule
 - a. If you are going *during* their office hours: It is still courteous to send an email, letting them know you will be stopping in. You should include your class and section number as well as the general reason for your meeting.
 - b. If you are scheduling an appointment *outside* of set office hours: Offer several hours of your availability and plan ahead! If possible, schedule your meeting a week or more in advance.
3. The Meeting
 - a. Be prompt: punctuality signifies respect for your professor's time.
 - b. Shake hands, make eye contact, and thank him/her initially for taking time out of their day to meet with you.
 - c. Bring a pen and paper so you can take notes on what the professor has to say. This will avoid asking the same questions over and over.
 - d. Be a good listener!
 - e. At the end of the meeting, shake hands and thank him/her for their time.