

You're welcome to adapt the following table for students in your own courses. We've included a wide range of different types of office hours in the list below as inspiration for you as an instructor. (With thanks to [Dr. Viji Sathy](#) for sharing the idea of making such a list.)

We strongly recommend that you condense this handout to **no more than one single-sided page** by selecting the office hours types that resonate with you the most and omitting the rest. Too much text is likely to overwhelm students rather than giving them a sense that office hours are welcoming and accessible. (If you really want students to know about an even wider range of office hours options, we suggest bringing up a wider range of office hours purposes incrementally during class.)

Different Types of Student Hours (Also Known as Office Hours)

TYPE	BEST FOR...	LOGISTICS	WHEN?	WE MIGHT...
Hellos & Introductions	Introductions, quick chat, getting to know you.	5-15 min. casual meetings (see sign-up sheet)	Mostly at the start of the semester	<ul style="list-style-type: none"> • chat about your interests • talk about what drew you to take the course • show off pet pictures
Question Check-in	Help with course material, discussion about how to improve performance on future papers, an opportunity to explore a point made in lecture in greater detail.	Visit during drop-in student hours or sign up for an appointment	Throughout the semester	<ul style="list-style-type: none"> • talk about a course concept • clarify instructions for an assignment • discuss an issue that you may be having in the course or with your academic life more generally
Conversation about learning approaches or study skills	Exploring effective ways to learn! There may be strategies in this discipline or at this class level that you haven't encountered before but that may click with you.	Visit during drop-in student hours or sign up for an appointment	Throughout the semester	<ul style="list-style-type: none"> • talk about how to take notes efficiently and effectively for this class • discuss strategies for reading an academic article • explore ways to prepare for a research project
Group Collaboration Session	Connecting with peers & instructors, getting help with course material, studying together, hanging out.	A group of 2+ students signs up for a shared meeting time. These conversations can be free-flowing. They can also	Mostly at the middle and end of the semester	<ul style="list-style-type: none"> • ask questions about course concepts • brainstorm essay topic ideas • exchange essay drafts for a guided

		<p>be more structured exchanges or peer review sessions that I can help you facilitate.</p> <p>(See sign-up sheet on Canvas during select points in the semester or email me with a group of peers to set up a time.)</p>		<p>peer review session</p> <ul style="list-style-type: none"> • explore the exam study guide and practice summarizing key points from class • chat about interests and things in common
Conversation about your interests and future avenues	Exploring future options related to this discipline	Visit during drop-in student hours or sign up for an appointment	Any time during or after the semester	<ul style="list-style-type: none"> • explore UW-Madison courses that may relate to your interests • discuss career paths in or adjacent to this field • talk about graduate program opportunities or internships
Letter of recommendation conversation	Discussing a possible letter of recommendation for a job, lab position, internship, grad program, etc.	You can find information about requesting rec letters in the resource titled "Requesting Letters of Recommendation from Your Instructors" in our Canvas page.	During or after the semester	<ul style="list-style-type: none"> • discuss the organization, program, or role you're applying for • consider how the skills you demonstrated in this class relate to this role/position

About this Resource



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