


Office Hours Weeks 1+2

Presentation Slides:  Office Hours & Networking!

Preparation

- Organize [discussion strategies](#) to use to facilitate conversation for this week

Goals and Outcomes: PACE-internal

- Let students gain confidence when meeting with professors in an office hour setting

Goals and Outcomes: Student-facing

- Learn why building connections is important
- Learn where you can meet professors
- Learn how to communicate with professors
- Remember how to take and Make Space

Script

Week 1 - Learning about Office Hours

- Icebreaker (5 min)
- Why is it important to build relationships with professors? (5 min)
 - Speak about why a connection with a professor has helped you at UCSD
 - Examples: tutoring, becoming an LPM, letters of recommendation
- How can you meet professors? (5 min)
 - Add on how you met professors
 - Click on links to UGCOM and research to show students how to navigate
- Where can you talk to professors? (5 min)
 - Show them how to use Dine with a Prof Website
- Brainstorming Questions (DISCUSSION 20 min)
 - Pair off students and have each student group come up with 3 different questions that could be asked to a professor
 - Go through them at the end and compile a list of questions

- Professors = Real People (5 min)
 - Summarize Questions students wrote with words from this slide
- Take Space, Make Space (5 min)
 - Remind students about being conscious about the environment they are in

Week 2 - Attending An Office Hour

- BEFORE THE SESSION:
 - Finding a Professor to Attend Office Hours for:
 - Check if a UGCOM office hour aligns during a PACE time, if so you can reach out to the professor to let them know you will be bringing a PACE group
 - If not, ask a professor if they would be willing to host an office hour
- 20 min - Brainstorming
 - 5 min - Ice Breaker (like Rose, Bud, Thorn)
 - 5 min - Research the professor you are visiting in pairs
 - 10 min - Brainstorm and Assign Questions
 - Make sure everyone in the room has at least one question to ask the professor
- 30 min - Visiting Office Hours
 - Let the students lead and make sure everyone speaks
 - If there is no professor to visit, have them practice asking questions in a group

Post-session

- Check in with the student(s) who you noticed might need more support during session (e.g. Looked overwhelmed/lost etc)
- Make sure students fill in check-in