

## Template: Office Hours Statement

“This semester I will hold office hours on \_\_\_\_\_.  
To meet with me during those hours, you [do/do not]  
need an appointment. [Just stop by/make an  
appointment by...] Office hours are a time when you  
can come to ask me for \_\_\_\_\_, or they could be a  
time to talk more generally about \_\_\_\_\_. [Please  
do / You do not need to] come prepared with  
\_\_\_\_\_ [(e.g., a specific question in mind)]. If you  
cannot make it to my office hours because you have a  
conflict, you can \_\_\_\_\_.”

