

OFFICE HOUR CHECKLIST

Welcome to office hours!

Remember, you should always feel free (and encouraged) to drop by (**RC3-02-05D**) during office hours (**W 1:00-3:00p**), or to set up a meeting if you cannot make those times.

In order to make the best use of time, however, please make sure that you are properly prepared, using the following checklist:

- Have you signed up for a time using <http://calendly.com/prof-zheng>?
- If you can't make office hours, have you emailed **at least 24 hours in advance** to request a meeting?
- Have you reviewed the relevant materials (e.g. the syllabus, paper instructions, slides)?
- Have you come up with a *specific* question(s) that you would like to discuss?
E.g. "I'm thinking of writing a paper with the thesis X. Is this a plausible interpretation of the passage?"
E.g. "I'm wondering what A means in this passage on p. #."
- Have you already attempted to formulate an answer on your own?
E.g. "However, I've thought of this objection Y. Can I still defend X?"
E.g. "I think A might be saying Y. But that doesn't fit with Z."
- Have you brought the relevant texts or other materials?
- Have you brought something to take notes with?
- If you can no longer make a meeting, have you emailed (or cancelled through Calendly) to notify me as soon as possible?

Following these guidelines will allow *me* to do my best to help *you* develop your understanding and skills as an independent thinker.

Looking forward to it!
Prof. Zheng