**Stat 021 Office Hour Etiquette**

Office hours are Wednesdays 3-4pm and Fridays 11am-12pm (all ET).

**Before** you come to office hours, make sure you check the homework-q-and-a and r-q-and-a channels on Slack to see if anyone else has asked a similar question that has already been answered.

**Upon entering** the Zoom room, immediately type your name into the chat so that I have a record of who has been waiting the longest.

**When it’s your turn** to ask questions, please limit yourself to one question (even if it is a question with a very short answer). Once everyone present has gotten a chance to ask their question, you will get the opportunity to ask another question.

**When others are asking questions,** pay attention because you might learn something from the discussion. Take screenshots of the whiteboard when we go over problems so that you have the work there for your own reference and so that you can share it with others if someone asks a similar question in Slack or later on in office hours.

**Please be aware** that I am unable to simultaneously monitor questions that arrive via personal DMs and engage in a verbal discourse with others during office hours. If you have a question you really want to make sure is answered and it relates to the homework, then ask it in the Slack channel. If the question is more personal (e.g. not about class material), then you can send me a DM on slack and I will try to get back to you by the next work day.