How to Have an Effective Instructor Conference

Purpose: Upon completion of this activity, students will understand how to have an effective conference with an instructor on duty. This DLA should take approximately 30 minutes to complete.

Step 1: Figuring out what to ask.

Achieving a successful meeting with an instructor starts with knowing what are effective questions to ask. In the space below, write three possible questions you could ask a WRC instructor about an assignment. (You can consider any stage of an assignment: prewriting, drafting, revising).

1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________

Step 2: Getting feedback.

Ask a WRC instructor to go over the above questions and give feedback on how effective they are.

Next, ask the instructor to give you two more specific questions you could ask when seeking help. Write the responses neatly below:

1. ________________________________________________________________________________
2. ________________________________________________________________________________

Finally, ask the instructor what he or she feels leads to an ineffective session. Write the response neatly below:

__________________________________________________________________________________
__________________________________________________________________________________

Step 3: Putting the information into action.

Using what you have learned about asking effective questions, ask the instructor one or two specific questions regarding one of your current English homework or writing assignments.

Step 4: Attach a confirmation sheet or get a signature below:

Instructor Signature: ________________________________ Date: ____________________________