

Assignment Template:

All materials handed in for grade MUST have the following information either in a header or on a separate cover sheet.

Your name

Your student ID #

Course Name

Instructor's Name

Assignment Title

Your Subtitle (where applicable, as on the Remix or Essay Outline and Essay assignments)

Date Submitted:

OFFICE VISITS

Learning Outcomes:

- IDENTIFY a topic for discussion;
- ORGANIZE your questions, observations and notes;
- PRESENT your discussion topic orally;
- DISCUSS your topic one-on-one with the professor;
- PRACTICE oral communication;
- INTEGRATE materials from oral discussion into written and classroom work.

INSTRUCTIONS:

1. SET a regular weekly appointment to visit me in my office;
2. CHOOSE a specific topic that you wish to discuss and that can reasonably be dealt with in 15 minutes;
3. BRING your primary text, your notes and any additional materials that will be helpful in your discussion;
4. PRESENT your question and some ideas about how you will go about responding to that question; or, bring in a specific passage that you would like to discuss in detail (make sure you make notes about it beforehand);
5. TAKE NOTES during the discussion;
6. You may use these discussions to inform your class work or other assignments.

ASSESSMENT:

- Punctuality and regular/consistent attendance to the scheduled office hour meeting;
- Detail and significance of questions and discussion;
- Ability to access specifics of the text and to use details to support your discussion;
- Clarity and coherence of oral communication;
- Intellectual commitment and curiosity.