

## Checklist: The first time you meet the professor

- Make a **list of questions** to raise at the meeting—both those on this list, and anything else you want to know.
- Get a copy of the **course syllabus**.
- Get copies of the **writing assignments** you'll be following. If the professor hasn't yet written them, ask to have them e-mailed when they're available.
- Find out the **due dates** for both drafts and final papers.
- Schedule any **future meetings** with the professor.
- Set up a day in the first two weeks of the semester for you to meet the class.
- Ask about the **professor's goals**. What does he or she hope students will take away from the course?
- Find out **what kinds of students enroll in the course**: What year(s) are they likely to be? How much writing experience are they likely to have?
- Set up a **system for the paper exchange**.
- Discuss a **late draft policy**: Will you accept them? How late? Does the professor want to know who turns in late drafts?
- Discuss a **missed-conference policy**: What will the professor do to make sure students understand that conferences are required? Does the professor want to know who misses conferences?
- If your schedule allows, ask if there's a day that would be especially helpful for you to **sit in on the class**—say, the day that the professor explains the first writing assignment. Sitting in on class for a day is entirely optional: some Fellows do it; others don't. But remember: even if you've attended class to get a better sense of the material, you should always refer content-based questions to the professor.