

THE "WHAT TO ASK THE PROFESSOR" CHECKLIST

The purpose of this checklist is to encourage you to meet with your professors on a less formal basis than in class and to help you get organized early in the course. Answer any of the questions you can *before* you see your professor by reading the course syllabus.

Course _____ Professor _____
Office Location _____ Phone _____
Office Hours _____

Overall Course Grade

Tests _____% Quizzes _____% Papers _____% Projects _____%
Attendance _____% Class Discussion _____% Other _____%

Text and Lecture

What is the relationship between the required readings and the lecture?

- ____ Lecture follows text – read text before going to lecture
- ____ Text follows lecture – outline text, go to lecture, then read text
- ____ Lecture supplements text – read and know text material before lecture

Are there any other resources available if the assigned text is very difficult or you have very little background for the course?

Tests, Projects & Papers

Type of Tests: Multiple Choice True/False Short Answer Essay

Kinds of Questions on Tests:

Definitions Examples Purposes Dates Authorities
Advantages/Disadvantages Description Cause/Effect Compare/Contrast

Procedures for make up tests, quizzes, papers, projects, etc

Study Questions

Describe to your instructor how you typically study for a test. Ask your instructor if he/she has any suggestions on how to study for the class. Be sure these suggestions are clear enough for you to follow. Write them down:

Other Questions

Questions:

Answers:
