

# Professor Meeting Report Instructions

This assignment asks you to visit with a professor (not a TA or graduate student) from one of your other classes and write a two-page reflection paper.

## Part 1: Meet with Your Professor

Determine which professor (not your CSE 390B instructor, a TA, or a graduate student) you would like to meet with. Some tips to follow:

1. **Schedule the meeting in advance.** Office hours do not necessarily indicate "drop-in" hours. By requesting to schedule an appointment in advance, your professor can try and block off time to talk with you. Check the syllabus to see how your professor prefers to be contacted.
2. **Write down 5-7 questions you plan to ask.** Make sure the questions are specific to the professor's research interest, field of study, recent lectures, graded assignments, homework problems, or upcoming exams / assignments / papers. If you ask a question about homework, only ask questions about problems that you have attempted to work out.
3. **Arrive Prepared.** Be punctual. Bring your questions and course materials with you. Prepare to take notes during the meeting. It is best to record all information provided from your professor rather than rely on your memory later on. If you have a question about class material it is strongly advised to have your text, class notes and syllabus with you (in case you need to refer to such).

**Please do NOT tell your professor that you have to meet with them as a requirement for another class. Doing so would defeat the purpose of the assignment.**

## Part 2: Write a Two-page Reflection Paper

After you have met with your professor, please write a two-page narrative of your experience. Your narrative must include:

1. **Descriptive Questions:** Which professor did you choose to meet with, and why? When did you meet with your professor? Office hours? Arranged meeting? What question(s) did you prepare to ask your professor? Describe them.
2. **Reflective / Analytical Questions. Pick three questions to focus on:**
  - What previous experience(s) have you had with professors, either at UW or at other institutions? How do those experiences compare to your experience at this meeting?

- How did you feel about meeting with your professor prior to the meeting? How did you feel after the meeting?
- Based on what you knew of your professor, did you think that they would be approachable? Why or why not? When you met with your professor, did you feel that they were more or less approachable than you anticipated?
- What was your overall impression of your professor? What do you think your professor's impression was of you, and why do you think so?
- Looking back, is there anything you would do differently? Why or why not?
- What did you learn about yourself from this meeting? What did you learn about your professor? What did you learn about the course topic, and/or your future career and educational interests?

3. **Concluding Thoughts:** Ultimately, did you find it useful to meet with your professor? Why or why not? How will you utilize this resource in the future?

A strong essay will address these issues in a cohesive, detailed narrative (or storytelling) fashion with an introduction, body, and conclusion. Your paper will also need to be free of spelling errors and attempt to use proper grammar and punctuation.

#### **Due Date & Formatting Requirements**

- **Length:** Two full pages
- **Format:** Typed, double-spaced, 1" margins, title, 12-point Times Roman font, proofread and edited
- **Submit:** Write your professor meeting report in the "p7\_Midterm Corrections & Professor Meeting Report.docx" (found on [Canvas](#)) document and submit the document as a PDF on the [Gradescope](#) assignment titled "Project 7, Parts II & III: Professor Meeting Report & Project 7 Reflection."
- **Due:** Thursday, May 26<sup>th</sup> at 11:59pm PDT