

## Conferencing Guidelines / Suggestions

- Cancel no more than one week of class for conferences. If you choose to substitute conferences for class time, make the conference mandatory (it would count as an absence if students miss).
- On your syllabus, say something like “Mandatory Writing Conferences with Instructor – no formal class meeting, but conference attendance takes the place of class attendance.”
- Consider bringing a sign-up sheet to class periodically for optional conferences. Having a sign-up sheet encourages students to set up a conference.
- Provide students with clear guidelines about what to prepare for conferences – thesis statement, outline, draft, list of specific questions are all good options. You don’t want students to come to the conference with nothing.
- Please meet your classes during study week instead of substituting conferences for class.