

Individual conferences

week of 2/16/2004

During the week of February 16, we will have individual conferences in lieu of class.

These conferences will give you the opportunity to carefully discuss your job search materials with me. I will discuss the draft I returned today as well as any drafts you have completed since reading my comments on your draft. We can also discuss the comments of your peer reviewer.

Be prepared for this conference:

- ✓ Read my comments carefully beforehand.
- ✓ Make a list of questions you want to consider, or areas of your job search materials which need special attention.
- ✓ Arrive at my office on time, with all the materials required to have a productive discussion (drafts, information about the position you seek, etc).

The following time slots are available. Please select a time and write your name in below. Plan to meet me for 20–25 minutes.

Mon 2/16	10:30 am	_____
	1:30 pm	_____
	2:00 pm	_____
	2:30 pm	_____
Tue 2/17	10:00 am	_____
	10:30 am	_____
	11:00 am	_____
Wed 2/18	10:30 am	_____
	1:30 pm	_____
	2:00 pm	_____
	2:30 pm	_____