Preparation for Final Conference

Your Conference Time: (see the schedule [here](https://docs.google.com/spreadsheets/d/1bEU1mxOo4Po8ZQ1pv0-7gPR8DNy79I5tV44BvfI1Djk/edit#gid=0))

We will conference one more time before the end of the semester. Although this is your final *required* conference, you can always schedule a time to meet with me or visit office hours.

## Conferences help us meet several of our course goals and objectives:

* Apply knowledge of purpose, audience, and message across a variety of texts as a text producer
* Demonstrate appropriate vocabulary usage across multimodal, multidisciplinary texts
* Recognize and apply conventions of academic English in reading and writing, including appropriately incorporating the ideas and words of others
* Demonstrate growth in metacognitive and self-regulatory processes

## Your Tasks in the Conference:

* This is YOUR time! You will lead the conference
* Come ready to engage fully: camera and audio on
* Discuss how you’re doing in class and college—and what you need in order to reach your learning goals for the semester
* Present your Study Plan (see below) and confirm any dates for making up late or missing work with me
* Share your schedule and plans for preparing for the final exam and/or the portfolio

## Your Tasks to PREPARE for the Conference:

* Look up your current grade for the course: \_\_\_\_\_ (letter grade) \_\_\_\_\_\_ (%)
* Identify any missing or ungraded work—if you submitted something that does not yet have a grade, be prepared to share that in the conference
  + Missing assignments:
* Complete your Study Plan
* Be ready to answer the following questions:
  + How’s class going (are there things you’re understanding/not understanding)?
  + What do you need to keep doing/start doing to be successful?
  + What do you need from *me* to reach your learning goals?

[Complete study plan on the next page]

# Your Study Plan

With the end of the semester fast approaching, you may find that you have missing or incomplete assignments which are dragging down your grade. While you will not be able to make up *all* assignments that we have completed thus far for the class, with a carefully thought out study plan, you may be able to make up a few major point-value assignments.

Missing or redone assignments turned in *before* the last week of the semester can earn up to **75%** credit. You can choose up to **three** assignments to submit. In order to submit a missing or redone assignment, you need to create a study plan (copy and paste additional study plan tables as necessary:

|  |  |
| --- | --- |
| Assignment:  Original Due Date:  Original Point Value: | |
| Reason for (Re)Submission: (what prevented you from completing this assignment to the best of your ability?) | (Re)Submission Plan: (what *specific* steps, including when you will complete each step) will you complete in order to submit an assignment representative of your best work—will you go to the writing center, come to office hours, review grades from a similar previous assignment, ask a peer to complete a peer review?)  1.  2.  3. (add or subtract steps as necessary) |
| New Due Date: (This must be approved by me before you submit the assignment. Additional extensions cannot be granted.) | What will you do if you get stuck again? (What resources can you access to get unstuck?) |