

# GSI/Professor Meeting Form

I am going to office hours/scheduling an appointment for this class: \_\_\_\_\_

My professor/GSI's name is: \_\_\_\_\_

Office hours are at this time. Or I have made an appointment for this time: \_\_\_\_\_

Location of office hours/appointment: \_\_\_\_\_

His/her e-mail address is \_\_\_\_\_

I have these concerns about class work:

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This is what I have missed in lecture/discussion:

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I will get the class notes from \_\_\_\_\_

These are the assignments I must complete, in order of importance:

\_\_\_\_\_ Due date: \_\_\_\_\_

\_\_\_\_\_ Due date: \_\_\_\_\_

\_\_\_\_\_ Due date: \_\_\_\_\_

\_\_\_\_\_ Due date: \_\_\_\_\_

\_\_\_\_\_ Due date: \_\_\_\_\_

Advice from my GSI/Professor about make-up work and getting caught up:

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