

FIRST OFFICE VISIT

MATH 302, SPRING 2017

1. WHAT IS TO BE DONE

You will come to my office to meet with me for about ten minutes. If you have any points you want to discuss, I'd be most happy to discuss those, otherwise I'll have some things we can talk about (mostly light conversation). The point is that when you start to find the class hard and need to come to my office for serious academic reasons, it won't be the first time you've come.

I will have a list of appointment times, but if none of them is agreeable to you, talk with me. We will find some time that works for both of us.

I also ask that you e-mail me a photograph of yourself. The reason for this is that while I like meeting people, I absolutely stink at remembering names. I find I do a lot better if I have something from which to study.

2. TIMING

This visit must take place on or before Wednesday, January 25. Experience shows that time slots near the deadline will be in high demand, so you should make plans to come early.

3. GRADING

To make it obvious to you how much I value this visit and how important it is for you, I will count this visit as a homework assignment. Five points will be possible on this assignment, and you will get full credit if you do all of the following:

- (1) E-mail me on or before Friday, January 20, with a photograph that includes a recognizable image of your face (arrangements for exception to this provision can be authorized for adequate reason).
- (2) Make an appointment
- (3) Come to see me at the appointed time (or reasonably near it; I won't be holding a stopwatch), and
- (4) Stay for a few minutes.

This grade is also intended to get your semester grade off on the right foot. It's easy points for not much work.