

Conferencing with Students

(online or otherwise)

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Conferencing Best Practices (online or otherwise)

1 | Conference Genre

- 10 minutes or less
- Define purpose of conference
 - Q&A, progress check-in, or review
 - Should occur when the student can use feedback
- Inform students what is expected of them
- Prepare feedback

2 | The Professor's Responsibilities

- Listen first
- Ask questions
- Limit feedback to one or two achievable goals
- Offer praise as well as constructive criticism
- Give students time to think and/or write
- Address relevant concerns

3 | The Student's Responsibilities

- Bring questions
- Bring the work being discussed

1-on-1 Online Conferencing Tips

- 1. Enable the waiting room feature on Zoom when meeting with students back to back.**
 - This ensures students can meet with you privately and other students can let you know they're waiting.
- 2. Use the conference to start or maintain a dialogue with individual students.**
 - This is an opportunity to connect with students during remote teaching.
- 3. Consider how conferencing can be used in place of or in addition to synchronous class time.**
 - Brevity is a virtue when it comes to remote teaching. Conferences may be more impactful than providing general feedback to a whole class.

Works Cited

[Cracking the Student Conference, GradHacker](#)

[Schedule One-on-One Meetings, LWT Tech](#)

[Preparing for Effective One-on-One Conferencing, Writing Across the Curriculum – UW-Madison](#)

[Meaningful Learning through One-on-One Conferences, Megan von Bergen](#)