Weekly Reports

You are required to email your FYE professor(s) each week, and address each of the questions listed below. Please store these “sent” messages somewhere in your CofC email account so they can be retrieved at a later date, if necessary.

1. How many students were in attendance?

2. How many students were absent? What are the names of the students who were absent?

3. Were there any students who were tardy or left early? What are their names?

4. What topic(s) did you cover this week? What worked? What didn’t work?

5. What topic(s) do you plan to cover next week?

6. Are there any student concerns or issues?