



SIGNING UP FOR AN APPOINTMENT TO DISCUSS YOUR PROPOSAL

As part of the course requirements, you are expected to come in for a brief discussion of your project proposal so that I can provide some feedback and address any questions that you may have. In addition to this required appointment, please feel free to come by my office at other times to discuss ideas and any issues that come up.

This appointment is intended to provide you with constructive feedback on your idea. The intention is not to “catch” what you do not know, but rather to bring potential issues to your attention that you may want to consider.

The project proposal you prepare is only intended to be a preliminary framework. You are not bound to go ultimately go with what you put in your original proposal. It is perfectly reasonable—and often highly desirable—to make appropriate changes as the project advances.

Appointments are available at the following times:

Week	Day	Date	Hours
7	Wednesday	2/20	10:00 a.m.-12:30 p.m., 3:30-6:30 p.m.
	Thursday	2/21	3:30-6:00 p.m.
	Friday	2/22	11:30 a.m.-1:00 p.m., 2:00-6:00 p.m.
8	Wednesday	2/27	3:30-6:30 p.m.
	Thursday	2/28	3:30-6:00 p.m.
	Friday	3/01	11:30 a.m.-1:00 p.m., 2:00-6:00 p.m.
9	Wednesday	3/06	10:00 a.m.-12:30 p.m., 3:30-6:30 p.m.
	Thursday	3/07	3:30-6:00 p.m.
	Friday	3/08	11:30 a.m.-1:00 p.m., 2:00-6:00 p.m.
10	Wednesday	3/27	3:30-6:00 p.m.
	Friday	3/29	11:30 a.m.-1:00 p.m., 2:00-6:00 p.m.

Please note that the system only allows for booking appointments up to two months in advance, so week 10 appointments may not be bookable until January 28.

If these times do not work with your schedule, we can arrange an alternative time to meet.

Although there is no point value associated with the project proposal meeting, completing one is a requirement for passing the course.

IMPORTANT NOTES:

1. Since there is only a two minute break between each appointment, it is essential that you be on time. My office, HOH 603, is on the sixth floor of Hoffman Hall, facing toward the East.
2. If you need to reschedule your appointment, please cancel your initial appointment as soon as possible so that it can become available to someone else.

TO SIGN UP FOR YOUR APPOINTMENT, PLEASE:

1. Go to the appointment calendar at <https://www.appointmentquest.com/scheduler/2100094123/login>. This link can also be found on the “Projects” page of the course web site.
2. Click on the “Quick Sign Up” Tab.

Login **Quick Sign Up** Enrollment
 To take a look on what appointment scheduling has to offer just fill in the form below and click Sign Up button. If you would like to start making appointments right away, please proceed to enrollment form.

First Name:
 Last Name:
 E-mail:
 ZIP/Postal: (optional)
 Country: United States (optional)
 Desired Username:
 Password:
 Confirm Password:

Please be sure to bring a hard copy of your proposal to your appointment!

3. Enter the requested information, including a preferred login and password.
4. Click on the “Sign Up” button.
5. On the new screen that comes up, click on the “Make Appointment for BUAD 307 Proposal Discussion” link.

Services
BUAD 307 Project Proposal Discussion
 Discussion of project proposal.

6. Click on your preferred date among the ones in blue type on the calendar.

February 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

To switch to another month, click the menu on the right side. Please note that the only appointments available this semester are during February.

2016		
Jan	Feb	Mar
Apr	May	Jun
Jul	Aug	Sep
Oct	Nov	Dec

7. Click on your preferred appointment starting time.
8. After your appointment time has been chosen, you can choose whether you want to receive e-mail notification, confirmation, and a reminder of your appointment.
9. To finalize your appointment, click on “Make Appointment.”

Send me notification for this appointment
 Send me confirmation for this appointment
 Send me reminder for this appointment

PARTIAL MAP OF THE SIXTH FLOOR OF HOFFMAN HALL

