



✓ **What is the CLEAR Program?**

- The CLEAR Program houses both writing and oral communication instructors who are assigned by department to develop your communication skills. Our goal is to help students with communication and professionalism. We will engage you in professional conversations, teach you about professional communication, and prepare you for work in industry.

✓ **Who is my CLEAR communication Instructor?**

- Julie L. Taylor, M.A. (current Ph.D. candidate in communication studies)
- Julie.lynn.taylor@utah.edu
- Please DO NOT call the office phone that is listed on the CLEAR website, unless it is my office hours. There is no answering machine and NO guarantee I will get your message.
- Office Hours: Thursdays from 12:15-1:15 (WEB 1813)
- Consultation Hours: By appointment only, Tuesday, Wednesday, and Thursday
 - Remember to schedule in advance. I work with ALL ECE students, and am a student myself, so the sooner you request a meeting, the better chances of meeting with me during your preferred time. A lack of communication on your part does not constitute an emergency on mine.

✓ **How do I schedule a meeting?**

- Because this is a group project, you will need to send ONE email per group. If you do not come with your entire group for your scheduled meeting, we will not have a rehearsal, and your group will not receive credit. You will not be given an opportunity to reschedule if any member of your team misses a meeting. Hence, communication with your group members is VERY important.
- Email requests should be professional and should contain all of the required information for a professional email (also, consider this for ALL U of U interactions). Also, you may consider CC'ing your group.
 - Dear (Instructors name),
 - Insert reason for email, class this is in regard to, and please include two to three proposed dates/times to meet.
 - Then, sign off appropriately
- Remember, my job is to help you understand professionalism and specifically, professionalism in regard to communication.

✓ **What is expected of me in the meetings?**

- You should have already met and prepared with your group before you come in for the consultation.

- However, I do understand that this is your first group presentation, and there will be aspects that will be negotiated during our time together.
- Each consultation is 20 minutes per group, leaving 3-5 minutes per speaker and 5-10 minutes for consultations conversation at the end.
- Each group is required to take the information that they are learning in the lab and apply it to an outside concept; the goal is to make better sense of the lab in the “real” world. This will help you/your class understand the larger “so what” of what you are learning.
 - If you need help, please contact Dr. Cotter for any technical assistance.
- CLEAR is here to help with presentation skills, NOT technical content. Please have all technical information solidified before your consultation.

✓ **Is there a grade?**

- The consultation is graded; you will receive full credit if you come as a group prepared and ready to go.
 - Each group will receive a three-point deduction for the following infractions:
 - If you do not come on time, but still have time to practice
 - If you are not prepared, but still make it through the practice
 - Each group will receive zero points if:
 - You do not come with a full group
 - You are not prepared and unable to practice at all
 - You are attempting to practice after your in-class presentation