



Tips for Communicating with your Professor *Professors' Guide to Getting Good Grades in College* *(Jacobs & Hyman, 2006)*

Sending E-mails:

- If possible, send your e-mail from your University account.
- Write an informative, but non-demanding subject line (e.g. "Request for Meeting" vs. "URGENT!")
- Be sure you begin your e-mail with a respectful salutation (e.g. "Dear Prof. Smith" vs. "Hey John!")
- Be patient; don't expect your professor to give you instant feedback.
- Don't make unreasonable demands or e-mail incessantly.
- Confine your e-mails to academic issues. If you are experiencing personal issues, contact your Mentor or Academic Adviser.

Attending Office Hours:

- Don't be afraid to meet with your professor!
- Try to attend scheduled office hours (as listed on the class syllabus).
- If necessary, request an individual appointment if you cannot make office hours.
- Be on time, bring your own notebook and pen/pencil.
- Don't expect the professor to give you the answer; be willing to "rethink and expand" your ideas.
- Use constructive criticism and feedback wisely.
- Tell the professor if you are not understanding his/her point.
- Go back to the professor if you have more questions.
- Be sure to thank the professor cordially when your meeting has convened.