

Quick Tips for Contacting Instructors Over Email

1 Header

- ✓ Email well in advance of when you need your question answered.
- ✓ Use a professional email address.
- ✓ Include a subject line that is specific and includes identifying information.

2 Greeting

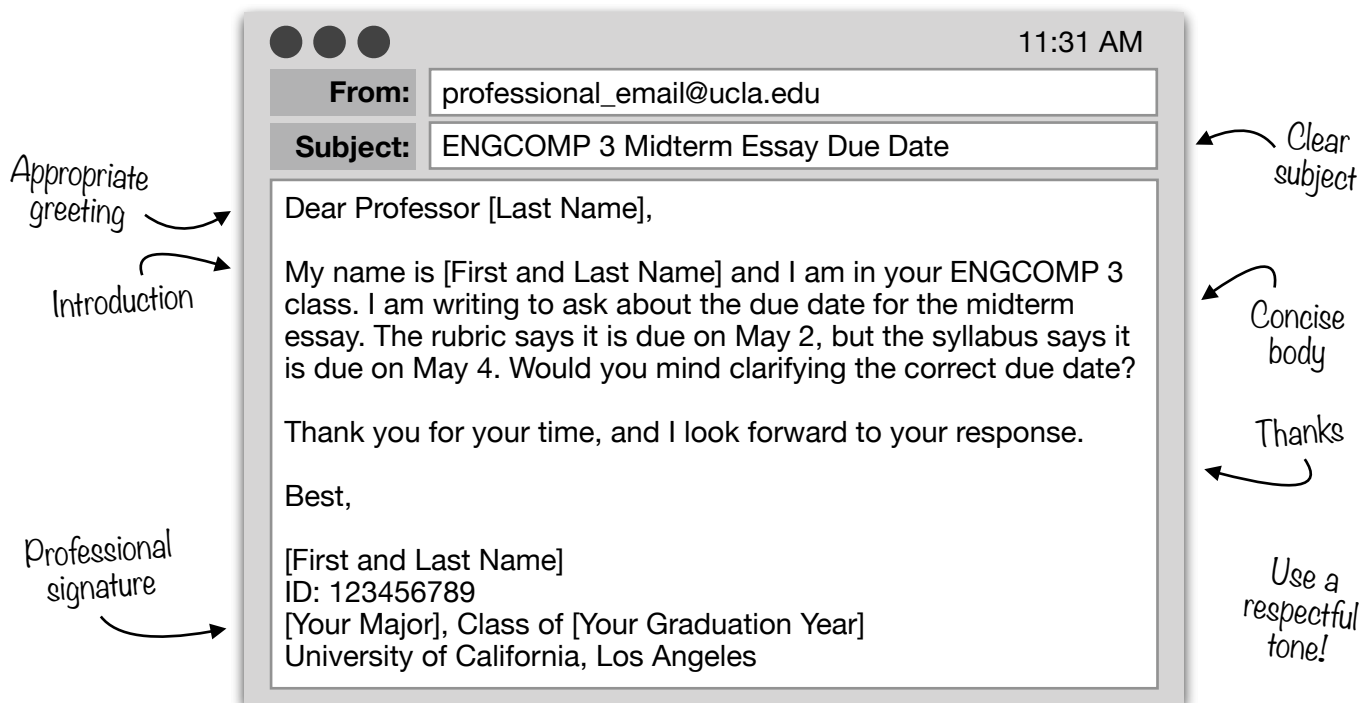
- ✓ Use a formal greeting like “Hello” or “Dear” instead of “Hey” or “Hi!”
- ✓ Use the correct prefix for your instructor! A quick google search will tell you if they have a PhD. Otherwise, Professor is usually a safe bet.

3 Body

- ✓ Identify yourself! If you are in a class with the instructor, identify the class name and the project you are working on.
- ✓ Clearly state the purpose of your email and what you have done already to resolve the problem.
- ✓ Provide all necessary information in the first email to minimize the email exchange.
- ✓ Close with a question or statement that clearly says what action you want them to take.

4 Closing

- ✓ Thank them for their time!
- ✓ Sign off and include your name/signature and any important identifying information your instructor may need (e.g. ID number).



Quick Tips for Meeting Instructors In-Person

1 Before

- ✓ **Prepare your questions.** Think of specific questions or topics you would like to discuss, then write them down.
- ✓ **Email in advance.** Send important materials and topics you would like to discuss, especially if you've made an appointment.
- ✓ **Be flexible.** In case you can't get to everything you want to discuss, prioritize your main concerns and order your inquiries by importance.

Have I checked other resources?



Check the syllabus.



Ask a classmate.



Search online.



Check the course website.

2 During

- ✓ **Come prepared.** Bring a pen and paper, relevant materials, like notes, outlines or drafts, and any questions you have already written down.
- ✓ **Arrive on time.** Be mindful of your instructor's time and other students who may also need to meet with them.
- ✓ **Be respectful.** Address your instructor by "Dr." or "Professor" unless they have specifically asked you to do otherwise. Thank them for their time and help!

How do I make the most out of the meeting?



Start with your most important questions in case you run out of time.



Share how you have already tried to resolve the issue.



Be honest and clear about what you know already. If you don't have enough knowledge to ask specific questions, say something like, "I'm interested in X, but I am having trouble coming up with particular questions."

3 After

- ✓ **There are other resources if you still need more help!** You can try meeting with your TA, talking to a librarian, visiting the Undergraduate Writing Center, or following up with your professor.

In person meetings get easier with practice!

