

FIRST, ASK YOURSELF

- Have I introduced myself to my professor?
- Can my question(s) be answered in the syllabus?
- Do I have a specific question in mind for my professor?
- Does my professor have enough background information about the situation to help me?
- Was I attentive during class?
- Can I demonstrate that I paid attention during lecture?
- Did I use good etiquette when communicating with my professor (in-person and/or e-mail)?

CONTACT US



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HOW TO TALK TO YOUR PROFESSORS

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ADDRESSING YOUR PROFESSOR



It's good to remember that every interaction with your professor is a chance to make a good impression. Make sure you start by addressing them properly.

DR.

Use when addressing faculty who have earned their doctoral degree (i.e. Ph.D., Ed.D., M.D., etc.). Their highest degree can typically be found next to their name on the syllabus or in an e-mail signature.

PROFESSOR

If you are unsure of their formal title, this is the best option to use when addressing faculty.

DO NOT USE A PROFESSOR'S FIRST NAME UNLESS THEY ASK YOU TO

ALL ABOUT OFFICE HOURS

Office hours are an essential part of your educational experience. When used effectively, it fosters meaningful collaboration between students and faculty. Consider the following helpful tips when utilizing office hours:

- Identify your professor's normal office hour times and location (see syllabus). If you need to meet with them at another time, e-mail them to request a separate appointment.
- During office hours, demonstrate your knowledge of the course work by creating specific questions that you would like to discuss during this time.
- Create a goal that you would like to achieve during office hours.
- Be proactive in your decision to attend office hours. Don't wait until the end of the semester to seek help.



E-MAIL ETIQUETTE



SUBJECT LINE & GREETING

Be informative and distinguish yourself in your subject line. Try including your class title and section number in addition to the reason for e-mailing (i.e. PHIL 1800-03: Office Hours). Always start the e-mail with an appropriate greeting.

INTRODUCTION

Introduce yourself and reiterate your connection to the professor because they may have hundreds of students. Don't assume they know exactly who you are.

BODY OF E-MAIL

Make the e-mail concise and get to the point. If something requires a longer conversation, make an appointment to speak with them in person. Remember to use proper spelling and grammar.

CLOSING

End your e-mail with a closing (i.e. Thank you, Best, etc.) and sign your name.

A STANDARD REPLY TO A PROFESSOR SHOULD BE GIVEN WITHIN 24 HOURS