

Prepare before communicating with your professor:

1. Be proactive: Start assignments right away and get help as soon as you need it.
2. Have specific questions in mind to ask your professor.
 - a. Do you have concerns about assignments, quizzes, or exams?
 - b. Do you want to improve your comprehension of a course concept?
 - c. Are you interested in making this field your major or minor?
 - d. Are you interested in research, internships, or job opportunities in the field?
3. If you're nervous, practice what you want to say before meeting with the professor.
 - a. Word your questions to make requests, not demands.
 - b. Write out the specific questions you want to ask.
 - c. Be prepared with homework problems or handouts to discuss.

Visit during office hours or schedule an appointment:

1. Review the syllabus to see if professors prefer drop-in or appointment hours.
 - a. Also, check if they are available to meet in-person or virtually.
 - b. If you make a scheduled appointment, remember to show up on time.
2. Be respectful to your professor.
 - a. If in-person, knock on the door, even if it is open.
 - b. If virtual, have the meeting link ready, and your camera turned on.
3. Know how to address the professor properly.
 - a. Ex. Professor, Dr., pronouns, etc



4. Introduce yourself and state which course and section you attend.
5. Discuss your questions or concerns.
 - a. Explain what you have done or tried before coming to ask for help.
 - a. Ex. I have tried ... but I am still struggling with ...
 - b. Ask about the field of study and future opportunities.
 - a. Ex. I am interested in ... how do I ...
6. Take notes as you are talking with the professor.

Use a letter format when emailing your professor:

1. Always include the course name and question(s) in the subject line.
 - a. Ex. Chem XXXX – Question with Chapter 5 problem 10a
2. Include your name, school ID, and contact information.
3. Clearly state your question in the body of the email.
4. Proofread your email before sending it to the professor.
5. Give professors at least 24-48 hours to respond.

Remember, professors love the subject they teach and want to share that knowledge with you!

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