

COMMUNICATING WITH YOUR PROFESSOR

This handout will help you optimize communications with your professor. Sometimes you might forget what to say or ask or could be anxious or nervous. Use this to guide your conversation.

Establish Presence Early

- Show up to class on time and be prepared
- Engage in class discussion
- Have a positive attitude
- Ask questions in class
- Understand that it is OK to disagree with your classmates and/or professors, but you should still show respect.

Make an Appointment for Office Hours

- Choose a time that works for you and your professor
- It is appropriate to email your professor and request a meeting
- Be on time
- Bring all materials that you need or want to discuss
- Knock first before entering!

During The Appointment

- Write out a list of questions and/or concerns you want to discuss before you go.
- Example questions:
 - What should I focus on when studying for your test? Lecture notes? Textbook/article readings? Class discussions? Etc.
 - Are there sample questions that you could provide or work through with me?
 - Would you mind clarifying some questions I have about my notes?
 - What strategies do you recommend I use to be more successful in your course?

Remember!

- Just because you are behind in work or have not been prepared for class previously - DOES NOT mean that you cannot communicate with your professor. They are the expert in their respective field; get to know them!