

COMMUNICATING WITH FACULTY

Start off your semester strong by building a relationship with your professors. Here are some best practices for communicating with faculty either online or in-person!

USE THE CORRECT TERMS

If your professor has their doctorate, call them either Dr. or Professor. If your professor specifies what they like to be called, refer to them by that specific name or title.

EMAIL ETIQUETTE

Use your school email address to confirm you are a student. Always be professional in your emails and allow them a reasonable time to respond (48 business hours).

OFFICE HOURS - DO'S

Come to your appointment prepared and make the most of your time by asking any questions you have. Get clarification on something for class, ask about an upcoming assignment, or receive recommendations for additional resources.

OFFICE HOURS - DONT'S

Coming to office hours consistently will help you build a relationship with your professor, don't visit office hours only once or wait until finals week! Read the course syllabus before going to office hours to make sure you don't already have access to the answer.

BUILDING A RELATIONSHIP

Outside of attending class, always show respect to your professor and your classmates. Participate in class discussions and look engaged in the lecture. Professors tend to be more understanding when they are more familiar with a student. After the course is over, keep in touch with your professor. Those connections are great for networking, requesting letters of recommendation, or even career advice!



Call, email, or visit us!

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Source: Affordable Colleges Online. Guide to Communicating with Professors.
<https://www.affordablecollegesonline.org/college-resource-center/communicating-with-professors/>