Communication with Professors

The only impression your instructor will have of you will be based on your online communication. It is important that you make a positive impression from the beginning. Getting your point across in an email can be more of a challenge than asking for help face-to-face. Keep the following things in mind when communicating:

1. Seek answers from your resources first. Refer to your syllabus, website, and emails for the answer.
2. Think before you press send. Re-read the email to ensure you have clearly written what you are trying to say.
3. Avoid using text-like communication. Write your email using proper punctuation, grammar, and spelling. And remember to be polite.
4. Learn the proper way to address your instructor. Refer to your syllabus or the university website to find out their formal title.
5. Use the subject line in your email. Be specific in the reason of your email.
6. Use your university email address. The professor will recognize it more quickly.
7. Check email and respond promptly.
8. Don’t wait until the last minute. An instructor cannot answer a question you may have at 11:30 p.m. for an assignment due at midnight the same day.