

REMEMBER PROFESSORS ARE HERE TO HELP YOU AND WANT TO SEE YOU SUCCEED!

STEP 1: IDENTIFY REASONS FOR SPEAKING WITH YOUR PROFESSOR

- You performed poorly on a quiz, exam, or other class assignment
- You are unclear about an assignment or policy
- You are unsure about your current major
- You need to take your test at a different time
- You have missed a class due to illness

STEP 2: DETERMINE WHEN TO MEET

- If you need to speak to him/her as soon as possible then either call, email (if your professor checks their email frequently), or visit them during their office hours.
- Be sure it is a good time to approach the professor.
- One approach might be, "Professor _____, I have a question regarding _____ are you available to speak?"

STEP 3: ORGANIZING YOUR TALK WITH YOUR PROFESSOR

- Have all of your questions listed on paper beforehand. Arrive prepared with a list of what you need to discuss.
- If you have a question about class material, bring your text, class notes and syllabus with you for reference.

STEP 4: TALKING WITH YOUR PROFESSOR

- Know your professor's last name and use it with his/her appropriate title (This can usually be found on your syllabus.)
- Be sure to arrive on time. Be aware of possible time constraints. Don't hesitate to meet again if you did not receive all the information you needed.

Remember professors may all be different, but they are human. Many are surprised that students feel uncomfortable in approaching them, so try to relax. Be yourself— open, friendly, and academically curious. The relationships you form with your instructors can be instrumental to opening opportunities for success.

HOW TO COMMUNICATE WITH YOUR PROFESSOR