



# SOUTH PLAINS COLLEGE

## ADVISING AND TESTING

# HOW TO EMAIL YOUR PROFESSORS

## THE GUIDE FOR PROPER AND PROFESSIONAL COMMUNICATION

### 1. WHO IS YOUR RECIPIENT?

Be sure to address your recipient correctly. Most professors list in their syllabus their title or salutation.  
(Dr. Weber; Mrs. Diane Hays)

### 2. WHAT IS THE SUBJECT?

When formatting an email, you should always give a Subject heading. Professors and staff need to have a reference as to why you are emailing. (Assistance with Study Guide 4 - HIST 1302)



### 3. GIVE YOUR NAME AND STUDENT ID NUMBER

Professors are teaching many sections of many different courses. Make finding your information a smooth process for them, and they will be able to help you more easily.

### 4. STATE A CLEAR MESSAGE OR QUESTION

Professors need to be able to clearly know what your question or problem is in regards to your email. Give them as much information as you are able so they can best assist you.

### 5. GIVE YOUR AVAILABILITY FOR MEETING IN PERSON

Professors notify students about their office hours. If you are unable to meet during these times, give a detailed account of your availability for the week to assist each of you to plan.



### 6. THANK YOUR PROFESSOR

Again, professors are teaching many different courses and try their best to be available to their students. Be sure to thank them for their time.



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# **HOW TO SPEAK WITH YOUR PROFESSORS**

## **THE GUIDE FOR PROPER AND PROFESSIONAL COMMUNICATION**

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### ***BEFORE, DURING, AND AFTER YOUR CLASS***

Do not be afraid to ask questions! Most professors will begin the first day with their expectations of the course, including classroom rules.

If you are able to ask questions before, during, or after class, do so! This can be the most appropriate time to ask questions about topics you might have not understood.

If it is not a good time for your professor, ask to schedule a future appointment.



### ***DURING OFFICE HOURS***

Many students are hesitant to visit their professors during the office hours that are listed in their syllabus. This time is set aside specifically to help students.

If you have a question about your grades, a concern about an upcoming assignment, or do not understand a portion of your course content, this is the time to ask.

If a professor's office hours do not work well with your schedule, never hesitate to ask for a possible appointment.