Communicating with your Instructors

Office Hours:
- Go
- Come prepared with something to discuss
- Be on time if you make an appointment

e-mail
- Spell all words
- Use complete sentences
- Sign your e-mail
- Don’t start with “hey”
- Address instructor by preferred name

Phone Calls
- State your name and the course and section you’re in
- Speak clearly
- Speak loudly
- Don’t assume they are sitting doing nothing waiting on your call
- Make your needs clear and upfront

Phone Messages:
- State your name and the course section you’re in
- State time and date of call
- Give your reason for calling
- Leave your call-back number—twice

Texting:
- It’s ok if your instructor says so
- Text only when needed
- If it’s the first time, be sure to identify yourself
- Use complete words, sentences, and punctuation
- Don’t expect an immediate response at midnight

If you missed class
- Don’t
- EVER
- EVER
- EVER
- Say “Did we do anything important in class yesterday?”