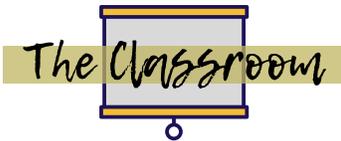


BUILDING PROFESSIONAL CONNECTIONS WITH YOUR

Professors



- Start all emails with a greeting and professional address: "Hello Professor, Dr./Mr. [Last Name]. Check how it is listed on the syllabus for their preference.
- End all emails with a closing and your first and last name: "Thank you, [Your Name]." BONUS: Include the class you're in and the time it meets!
- Include something in the subject line so they know what to expect.
- Use complete sentences and proofread before you hit "send"!
- Email templates are included on the back of this sheet!



- If you'll be absent, email your professor BEFORE class. Let your professor know about any dates you know you'll be absent later on, too, and remind them (in person or via email) when it gets closer.
- Have all of your materials with you so you can be engaged fully. Always have something to write with, your textbook, and other materials (e.g. worksheets, the syllabus, etc).
- In order to get the most out of the material for that day, practice and try out different notetaking strategies that have maximum impact and minimal distraction from following along.



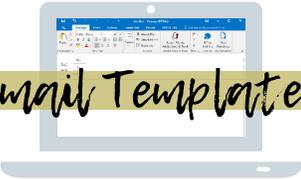
- **Participation takes on many forms:**
 - Asking and/or answering questions
 - Taking the lead in group work
 - Posting regularly to Sakai forums
 - And more!
 - If you tend to feel shy in class, set a personal goal to try to participate at least once a week.
- **Office hours are a valuable time to:**
 - Ask questions one-on-one
 - Get feedback on an assignment or exam
 - Discuss your grade in the class
 - Let your professor know something going on in your life that may impact your class performance, a deadline, etc.



Etiquette

- Make eye contact every so often to signal you're engaged in what they are saying. Do your best to sit up in your seat and appear alert. This will set you apart from students who are daydreaming or looking at their phones.
- Do not have your phone out in class unless you have explicit and direct permission for an activity. Otherwise, it is generally perceived as a distraction or insulting to the professor. Generally, professors will have a cell phone policy in their syllabus.
- If you are expecting a very important call during class that you must take, it is a polite gesture to let your professor know before class begins. If you arrive late, talk with your professor briefly at the end of class to clear things up.
- Avoid side discussions with your classmates while your professor is speaking, or if a classmate is asking or answering a question. Let them have the floor.
- Check the syllabus for any other etiquette policies that may be specific to that faculty member.

Absence Reminder



Dear Dr. Adams,
I am writing to remind you that tomorrow (Friday, 11/2) is one of the class dates I'm unable to make. I will be out of town for my sister's wedding. I will have my Sakai quiz completed and will be in class on Monday.
Thank you,
Hannah Williams
BIOL 103, MWF, 11:10-12:00

Email Templates

Not Feeling Well

Professor Frye,
I apologize for the late notice but I am unable to make it to class today because I am not feeling well. I will be sure to get notes from a classmate and stay caught up. I will come by office hours if I have further questions.
Thank you,
Hannah Williams
BADM 310, TR, 9:35-10:50 AM

Assignment Question

Hi Dr. Stevens,
I'm having trouble with the reflection paper due next Wednesday. Could I stop by during your office hours on Friday at 10:00 AM? I would like to talk about my paper so far to see if I am on the right track.
Sincerely,
Hannah Williams
ENGL 101, MWF, 1:10-2:00 PM



So is class cancelled



What is the class ID and class enrollment password I need to create an account?



Hey so I completely forgot about the meeting. My paper will be fully done though. How much will this affect my status in the class?