

## Emailing a Professor 101

- Check the course syllabus and Blackboard for posted office hours information prior to contacting your professor. They may have an appointment scheduler, or specific instructions for how to contact them
- Include your name, course, and course section when emailing your professor
- Include a greeting, and be polite
- Be clear and concise on the purpose of your email
  - Meeting for office hours
  - Checking on a grade
  - Notifying of an absence
- **If you are emailing after a missed class session, do not simply email to ask what you have missed. Do the work to check in with Blackboard, classmates, course syllabus etc. Then notify your instructor that you have caught up to the best of your ability and would like to ensure that you are prepared for the next class.**

### Sample template

Hello Professor \_\_\_\_\_,

My name is [NAME], and I am in [CLASS & SECTION].

[PERSONAL GREETING]

Ex.

- I hope you are doing well
- I have been enjoying your class
- I have found this topic very interesting

[PURPOSE FOR EMAIL]

Ex.

- I would like to meet with you
- I have a quick question for you about ...
- I would like to check in with you on my grade in this course
- I am notifying you of an anticipated absence

[CONFIRMATION OF REQUEST] (if applicable)

Ex.

- Please let me know if you are able to meet with me [insert potential meeting time]
- Please let me know if it would be helpful to schedule an appointment to discuss these questions
- Please let me know if you need any additional information

Thank you & have a nice day,

[FIRST & LAST NAME]

**\*Use this template to get you started, include all necessary information that your professor will need to be of assistance**