### Tips for Communicating with Your Professors

**BE PROACTIVE**
- Address your questions/concerns/needs promptly as they arise
- Don’t wait until the night before/the end of the semester to address a concern
- If you are absent/anticipate being absent, let your professors know ASAP

**CHECK YOUR SYLLABUS**
- Professors will often indicate in their syllabus the best way to reach them (email, phone/video, office hours, etc.)
- Check for answers to questions about missed assignments or policies, including the attendance policy

**BE PROFESSIONAL**
- Consider how your professor prefers to be addressed (If you aren’t sure, “Professor [Last Name]” is appropriate)
- Check grammar/spelling when communicating in written format
- Be respectful

**BE SPECIFIC**
- Before reaching out to your professor, write down specific questions, needs, and/or concerns to organize thoughts
- Be clear & concise
- Include the specific course number & section in email subject lines
- Consider bullet points to address specific questions/reference policies

**SHOW YOUR WORK**
- If you've been taking steps to address your needs, let your professor know
  - If you're struggling academically and utilizing tutoring from the Student Success Center, tell your professor!
- Many UNCG resources like the Writing and Speaking Centers offer to send confirmation to a professor

**ACCEPT RESPONSIBILITY**
- What can you do to achieve your goals?
- How can your professor best support you?
- If you are experiencing extenuating circumstances that impact your academic performance, share these with your professor so they can determine the best course of action.

**REMEMBER**
- You are ultimately responsible for your educational goals and learning outcomes
- UNCG faculty want what is best for their students, but they can't help if they don't know what you need to succeed
- It can be intimidating to approach a professor with a question or concern, but know that you have a network of Spartan students, faculty, and staff here to support you

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More tips from George Mason University

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