

Tips for emailing your professor

1.

Check your syllabus first

Often times the question that you have has already been addressed for you on the syllabus. Your course syllabus is a contract that outlines the professor's expectations for the course, what will be covered, how you will be assessed and what the course requirements are.

2.

Use a professional email address

If you have a college email, then use that. If for some reason you do not, use another account (e.g., gmail, yahoo) that has a professional address such as your name. If your email address is too personal (i.e., iluvhorses@gmail.com, socalgirl@yahoo.com), then create a separate professional account with just your name (i.e., JackGahan@gmail.com).

3.

Begin and end email with appropriate salutation

Consider an email a professional correspondence. Always include a greeting such as "Good morning" "Dear...". Address your professor by their professional title, such as Dr. Breitenbucher or Professor Torres-Bower. This is not the place to use first names or nicknames. First impressions are difficult to change! Once you have typed your email, be sure to conclude stating "thank you for your time" or "I look forward to hearing from you", followed by your full name and contact information.