

Meeting with Faculty/Staff Help Sheet

No matter what you are studying, meeting with faculty can help you get ahead academically and is also a great networking opportunity.

Why meet with faculty?

- To get clarification on class concepts of assignments
- To go over previous exams, assignments, and discuss class performance
- To further discuss class topics or program of study
- If you feel you have been treated unfairly
- To address any other concerns about the class

When to meet with faculty?

- Before exams and important assignments
- After exams and important assignments
- Anytime class material is challenging and clarification is needed

Communicating with faculty/staff

- **Follow syllabus instructions on contacting faculty & plan in advance**
- Go to office hours
- Make an appointment via email:
 - Create a clear subject heading including the course number and section
 - Start with a proper introduction. If you wish to use their name, use the proper suffix and last name. Do not use first names.
 - Use appropriate grammar, spelling, and use a positive voice in the body of your email
 - Thank the professor for reading the email and use a proper signature with your full name

**Remember, faculty members are very busy so try to schedule meetings at least 1 week in advance. You cannot get mad if you email them last minute and they cannot see you.*

How to establish and maintain a positive relationships with faculty/staff

- Establish presence and credibility as conscientious student by:
 - Attending all classes, participate during class, and submit assignments on time
 - Let faculty know if you can't attend class or will be late ahead of time
 - Follow through, turn in your work if you have asked for help
- Prioritize building relationships with faculty in your major but always try to make a good impression with all faculty
- Remember these are the people who will be your references and letter writers in the future.
- They will also be more willing to work with you with grades or other discrepancies if you have shown them respect and professionalism.

Constructing an Email to Faculty/Staff

What should I NOT do:

FROM: imabarbiegurl99@yahoo.com
TO: Reilly, Katie Michele
DATE: Thursday, August 23rd, 2018
SUBJECT: (No Subject)

i am in your class this semester but have missed the first 4 days do to some unexpected prblms with work and family. ;) i would like 2 make up the work if u can send me the syllabus and all the handouts thank you. and also if i missed any important info. Will we b needing the book this semester cause i am on a budget. LOL!

thx!

Well, what's wrong with it?

- **Everything!! But more specifically:**
- **Grammar/Spelling** – You are in college. It is time to practice being a professional.
- **Winky faces / emojis / texting language** – NEVER!!
- **Did not use WSU email address** – faculty/staff are not allowed to correspond to personal emails due to FERPA regulations. Always use your WSU email.
- **No subject** – Faculty/staff sometimes have more than 100 – 200 emails per day and they prioritize based on the subject. If you want a response, add a subject.
- **No greeting** – It is not hard to type “Hello ___” or “Dear ___” to be polite.
- **No indication of identity** – faculty often times teach more than one class and some classes can be up to 300+ students. They will not know who you are if you do not tell them.
- **No sign off** – It is not hard to write out “thank you” or “sincerely” and then type your name, class you are taking, and section you are in.
- **Negative tone** – instructors do not want to hear you are missing class or complaining about buying materials for the class

What does an email like this communicate to my professor?

- You are immature and do not care about the class or their time

Likely responses from faculty/staff to email:

- “This student is not worth my time or energy.” – If you cannot take the time to write a professional email, why would they want to take the time to address you?
- Immediately delete the email without responding
- Establish a negative perception of you as a student that will not be beneficial to you

Constructing an Email to Faculty/Staff

What SHOULD I do:

FROM: **Cougar, Butch (butch.cougar@wsu.edu)**
TO: **Reilly, Katie Michele**
DATE: **Thursday, August 23rd, 2018**
SUBJECT: **Scheduling meeting for help (UNIV 250)**

Dear Dr. Reilly,

My name is Butch Cougar and I am currently taking your UNIV 250. I was wondering if you had any time in the next week or two to meet with me to discuss some concepts I am having difficulty understanding in your class. I have attended tutoring for the last two weeks and I still cannot seem to grasp the concepts, so I wanted to go over them with you as well as get your advice on strategies I can implement to help me be successful in your class. I am available any day of the week after 2:00pm.

Let me know what time is best for you or if I can provide any further information. Thank you in advance and I look forward to hearing from you.

Butch Cougar
WSU ID: XXXXXXXX
butch.cougar@wsu.edu
UNIV 250, Section 3

What's so good about this email?

- Clear and concise subject line that describes what your email is about
- Appropriate and respectful greeting
- Identifies why you are sending the email
- Included your availability to meet with the instructor (if requesting a meeting)
- Good spelling/grammar
- Positive tone
- Overall respectful of instructor and the class they are teaching

What does an email like this communicate to my faculty/staff?

- You care about your progress/success in the class, you think ahead and are taking an initiative for your success, and you conduct yourself maturely and professionally.

Likely responses from faculty/staff to email:

- They will be happy to respond and will want to work with / help you however they can to be successful
- Establish a positive perception of you as a student which can work in your favor