



# COMMUNICATION WITH PROFESSORS: VIRTUAL EDITION!

Whether in-person or virtual, it can be a little intimidating to approach your professor. Remember: Your professor is here to support YOU. Communicating with your professor can help you in your academic success.

## QUESTIONS TO ASK YOURSELF

- What questions do I have? (To clarify course material, determine my grades, ask for career/major advice, review certain concepts before an exam, complete make-up work, or communicate about anything affecting my academic success in the class)
- What are ways I can contact the instructor and what method do I feel more comfortable with? (i.e. USD E-mail, Blackboard, Zoom, phone)
- How does my professor prefer to be contacted?
- Can my question be answered in an email? Or is it better to have a discussion?

## E - MAIL

- Why: Use e-mail if you have a quick question that can be easily answered or if you want to schedule an appointment with your professor.
- How: Be professional! Use a salutation (Dear Professor), complete sentences, and state your question clearly
- Pro Tip: Always use your USD E-Mail account!



## OFFICE HOURS

- Office Hours are times set aside by professors outside of class time to answer questions. They can be held 1:1 or in a group format.
  - Office Hours are best if you are hoping to speak with a professor regarding course content, reviewing exams, going over upcoming projects/papers, etc.
  - Be Proactive! Don't wait until the day before an exam or project is due to ask your question.
  - Relationship-building: This can also be a great opportunity to build relationships with professors (and potentially get that recommendation!)
- When are professor office hours held? (Hint: Look at your syllabus!)
- If your syllabus says: "By Appointment Only" - email your professor to schedule a time that works best for both of you
- Come prepared! Have all of your questions with you.

## DURING CLASS

- During Class: You can use the "Raise Hand" feature on Zoom to ask a question, type your question into the chatbox (privately), or unmute yourself.
  - Chances are, if you have a question, someone else in the room may have the same question!
- Before or After Class: Can you ask your professor before or after class? If not, ask when they would be available or that you'll go to their next Office Hours.

Remember, professors are people too and they are there to support you!