

# Contacting your Professor

## Professor Information

**Professor:**

**Office (Online):**

**Office Hours (Online):**

**Office Telephone or (Cell):**

**E-mail:**

**IMPORTANT NOTE: Online Professors will share when they will be available online and their preferred form of communication.**

## Emailing Your Professor

Please ensure you use a clear meaningful subject line to include your course, section information and in the body of the message, please ensure you are clear and include your first and last name.

Course Name and Section

Your First and last Name

And a clear description in the subject line.

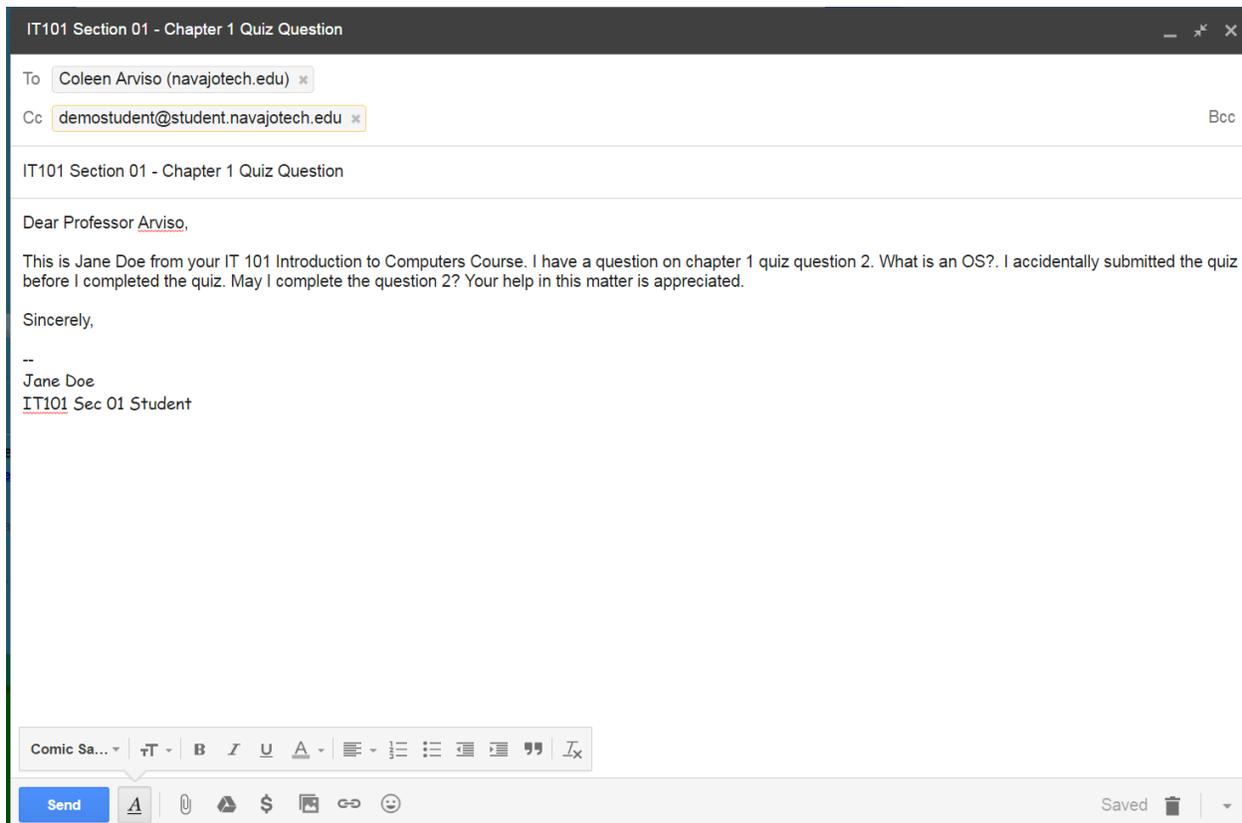
## Why including a meaningful subject line with your course and section information is important?

If your Professor does not already have a preferred method for email subject line, then the best way to communicate is to start with your course department, number, and section (or day and time of course), and then the topic of your email. For example, "IT101 Section 01: Question about Chapter 1 – Quiz 1" would be the easiest way to fill in the subject line. With NTU Email and your clear subject line, the Professor knows who you are and exactly what you want, even before clicking "Open." This information helps the Professor organize and prioritize student emails. Including the section info is especially important for Professors who teach multiple sections of the same course. Do not simply write the general subject area (such as "Computer Assignment"), because your Professor is probably teaching multiple classes. *Do not send a message with no subject line.*

Communicating with your Professor is very important and displays a lot about the kind of student you are. Most Professors have certain expectations for the messages they receive from students. Most Professors will expect a student's level of communication to be professional, respectful, and use a proper tone.

**IMPORTANT NOTE - Use your NTU email:** Professors receive a lot of emails every day, and by using your NTU email, you'll have a better chance of avoiding the spam filter, or of having your Professor skip over your email because it's from an unknown address.

**Briefly and politely state the reason why you are emailing.** Offer only as much information as is relevant to the situation and is likely to interest the Professor.



**Sign it with your name and your student ID number (but never your Social Security number).** Use your first and last name, and even if you know that your Professor knows you by name, include your course and section information below your name. You will save him/her having to figure out what course and section you're talking about if he/she needs to look up something about the course in order to answer your question.

**Read it over.** If you do not have spell-check on your email, then you can copy the message, paste it into a word-processing program, and run spell-check there. Consider not only the mechanics, but also what you have said. Strive for a polite tone, concise language, and clear purpose.

**Send attachments if necessary.** If your email is regarding an assignment or article, attach the document. This way your Professor does not have to hunt around for it. You can also attach screenshots of any problems that you are having with online computer software.