Tips on

COMMUNICATING

WITH PROFESSORS ONLINE

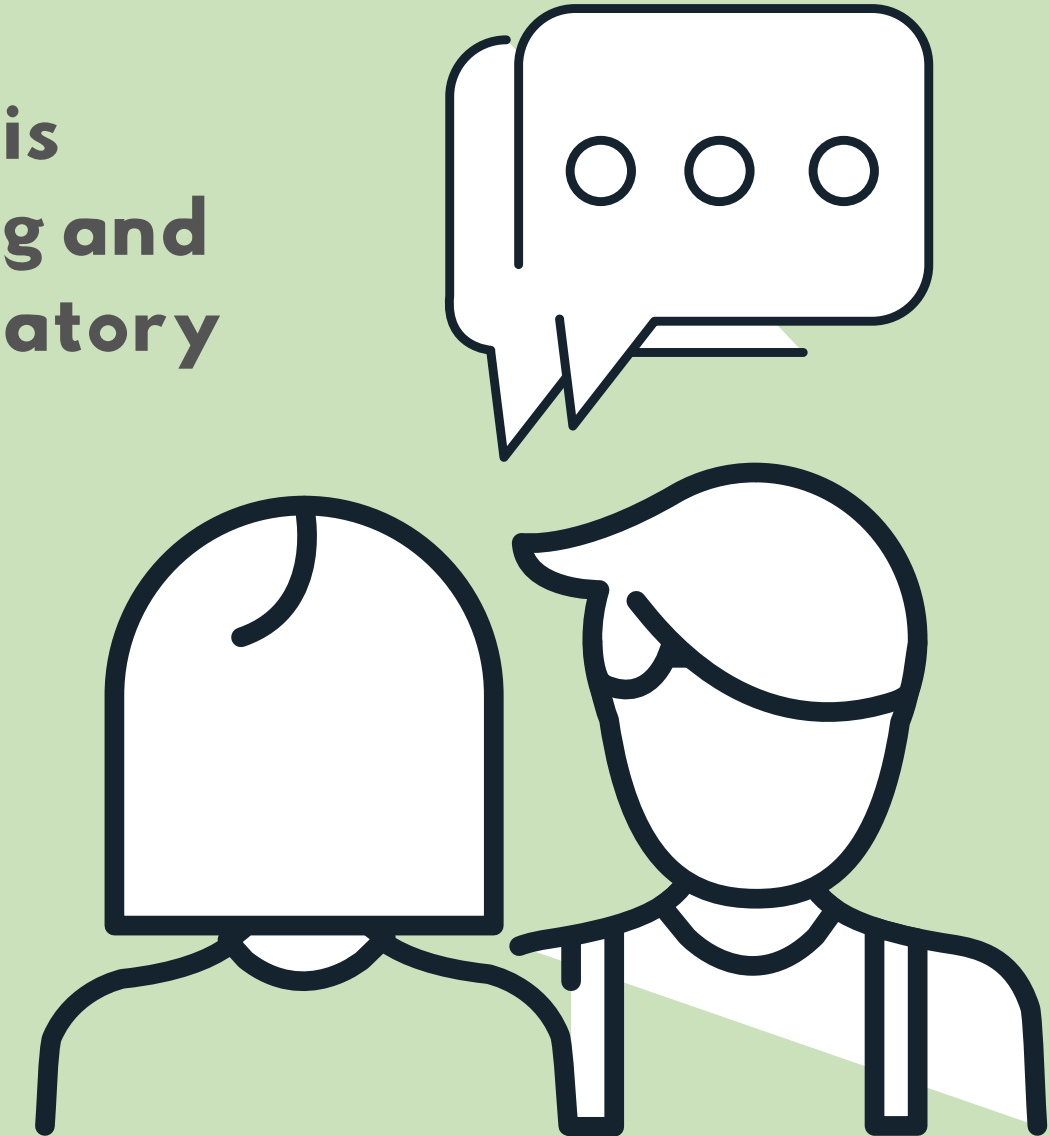
GENERAL TIPS

- Define the goal of the interaction (ex. assignment questions) prior to meeting with your professor or emailing them

- Be courteous, polite, and respectful

- Assume good intentions, this means being understanding and not speaking with an accusatory tones

- Use "I" statements

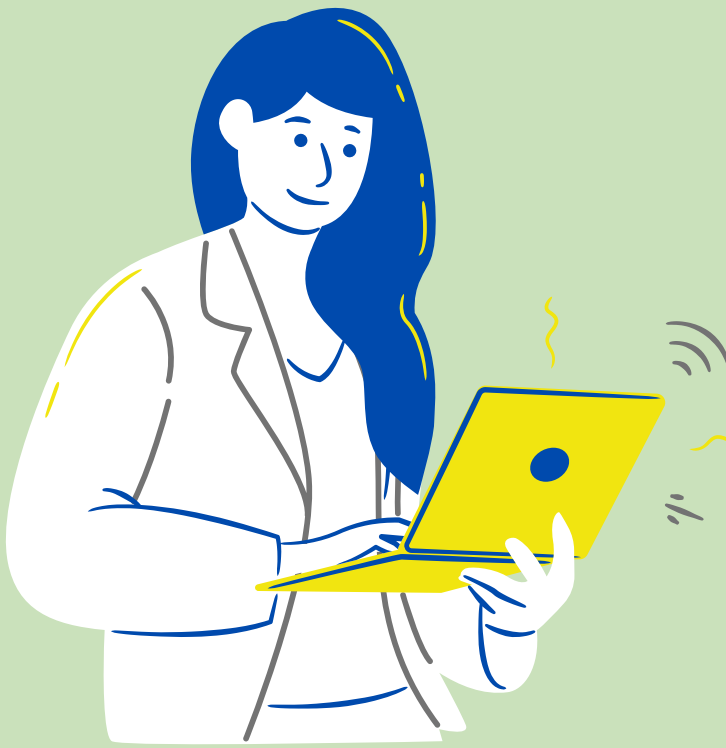


ZOOM OFFICE HOUR TIPS

- Face-to-face contact is preferred, so have an appropriate background and sufficient lighting to ensure you are visible

- Come prepared with specific questions or topics in mind regarding the course (ex. lecture notes, papers, tests, etc.) Be attentive!

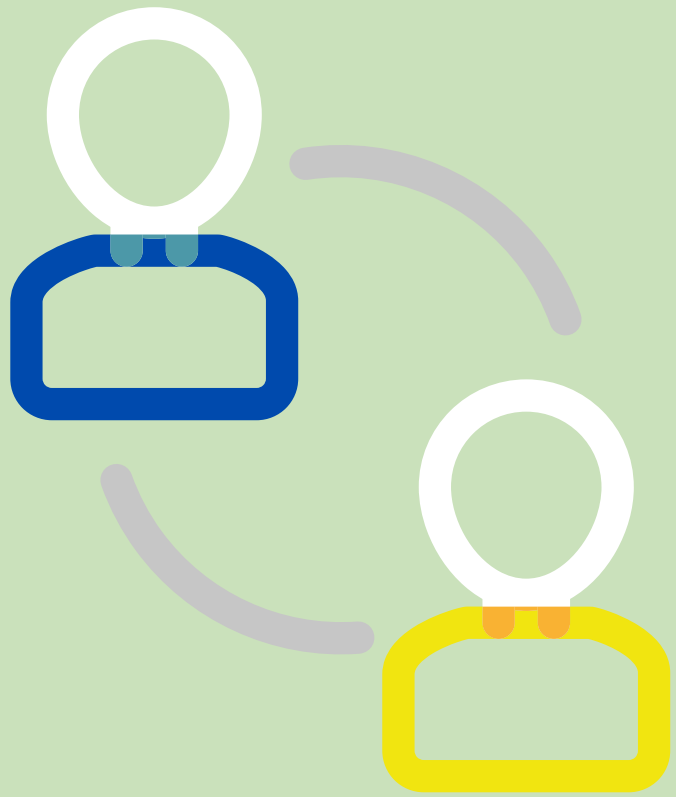
- Questions do not have to be related to the course if you are simply getting to know your professor



GET TO KNOW YOUR PROFESSOR

SOME POSSIBLE QUESTIONS

- What is your educational background?
- How did you decide to become a faculty member?
- Are there projects or organizations that you are involved in outside of UCSD?
- If you are interested in research, you could ask your professor about their research and how they became involved in that (Look on the professor's website to have some background knowledge on their research)



EMAIL TIPS

- Write in complete sentences
- Use a respectful title ("Dear Professor...")
- Put the course name and number in the subject line, and your full name in the body of the email
- Write it as a professional letter with an introduction, body, and signature
- Professors are busy people, do not be afraid to send a follow-up email if they do not respond

WHY SHOULD YOU TALK TO YOUR PROFESSORS?

- Understand course material better
- Professors can serve as great academic and career resources
- Building a relationship with your professor could lead to a potential research advisor, mentor, or letter of recommendation
- Professors are adjusting to remote teaching and have stressors outside of school too. Remember to be kind and patient with each other!