

Talking to Your Professors

A STEP BY STEP GUIDE

There are so many benefits to meeting with and getting to know your professors during the semester, whether it's getting clarification, preparing for exams, understanding your grade, or connecting with resources. Trying something new can be a little scary sometimes, so use the steps below to help you feel more comfortable.

STEP 1 Define your purpose

1

There are lots of reasons to visit your professors. Knowing the reason for your visit can help you prepare and think of the right questions to ask.

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Clarification | <input type="checkbox"/> Exam Prep |
| <input type="checkbox"/> Grade Calculation | <input type="checkbox"/> Connection |
| <input type="checkbox"/> Other: _____ | |

STEP 2 Know what to ask

2

What to ask depends on step 1. Here are some suggestions based on the purpose of your visit:

Clarification

- "I have a question regarding the notes/reading/assignment. Do you have time to give me some guidance?"

Exam Prep

- "When studying for the next exam, should I focus more on the notes from class, the textbook, or both?"
- "Will you have a study guide for the exam? If not, can you give me an example of how your questions are structured?"

Grade Calculation

- "I've used this worksheet (Page 10) to help me figure out my grade; do you have time to look it over with me to make sure I'm on track?"
- Follow-up: "Are you planning to curve the overall grade or omit any assignments?"

Connection

- "I'm really interested in _____. Do you know if there are any research opportunities or clubs I could get involved with?"

STEP 3 Make contact

3

We recommend meeting with your professors during their office hours. Many professors are willing to make accommodations if you are not available during their listed times—just ask! You can also meet with them before/after class, or through e-mail. If you still feel apprehensive, see page 26 for help with expanding your comfort zone.

Professor: _____ Office Hours: _____

Location: _____ Contact Info: _____

Purpose of visit: Clarification Exam Prep
 Grade Calculation Connection
 Other: _____

Question #1: _____

Question #2: _____

Question #3: _____

Question #4: _____