# Emailing professors

<https://www.scholarshippoints.com/campuslife/7-things-to-remember-when-emailing-your-professor/>

**7 Things to Remember When Emailing Your Professor**

## **1. Address them by their correct name.**

Don’t say Dr. Smith if they only have their Master’s. Get to know your professor before emailing them, and if you really aren’t sure, just use the title, “Professor.”

## **2. Tell them who you are.**

Professors have a lot of students, so it’s important to introduce yourself, especially if this is your first time corresponding with them online. While they may know your face, names can be hard for everyone, so make sure you start off your email with who you are and what class you’re taking with them.

## **3. Thoroughly explain what you need.**

Online communication is difficult, because you aren’t there to show the person exactly what you mean. Avoid getting a confused response from your professor by making sure you explain exactly what you need from them. “What’s the answer to number 3?” is a really hard question to answer, especially if they aren’t at their desk and have no idea what assignment you’re talking about. Be thorough!

## **4. Don’t forget: professors are people, too.**

While you don’t want to talk to your professors like you talk to your friends, don’t stress about using flawless grammar in every single sentence. Be polite, but just write naturally so you don’t sound robotic, especially if your college environment is more laid-back. And don’t ever use slang terms or acronyms like “IDK” and “LOL” in your email.

## **5. Close your email politely.**

Don’t just say, “Get back to me when you can, -Joe.” Politely let them know that you look forward to hearing from them at their earliest convenience, and close with a nice line like “warm regards” or “best wishes.” Then add your full name, and you’re good to go!

## **6. Proofread.**

It is imperative that you remember to proofread your messages to professors and other faculty. Sometimes, you’ll accidentally say the same thing twice, or even forget to mention what you’re asking about! A quick once-over of your email before you send it will eliminate any embarrassment later.

## **7. Professors are busy.**

Professors don’t necessarily like to work outside of school hours, so they may not be able to get back to your email right away. Be patient, but if it takes them more than a few days to respond, it’s okay to send them a quick (but polite) message to remind them of your question. They’ll get back to you when they can!

Next time you need an extension on an assignment or don’t understand the homework, keep these things in mind so that your emails help you maintain a positive relationship with your college professor.

<https://www.wikihow.com/Email-a-Professor>

<https://www.wikihow.com/Sample/Email-Professor-Asking-for-Notes>

# Sample Email Professor Asking for Notes

Subject:  HIST101: Request for Notes

Message:

Dear Professor Radley,

I write to request the slides and notes from your 8am History 101 class from last Friday, October 1st. I know you usually post them online, however I have not been able to locate them on your website. I am currently preparing for mid-term exams and would appreciate the information. I was unable to attend this particular lecture.

Thank you in advance.

Sincerely,

Brad Johnson

HIST101, Section 2

# Sample Email Professor About a Question

Subject:  ENG331: Question about class material

Message:

Dear Dr. Michaels,

After reviewing the notes from Monday’s ENG331 class, there was something that seemed odd to me. In Charlotte Perkins Gilman's "The Yellow Wallpaper," the ending can be interpreted in different ways, correct? In my notes, I wrote that the ending can be seen as both a triumph for the protagonist as well as a tragic end. Given the protagonist's fall into insanity, I can understand the latter interpretation. I'm having difficulty understanding how the conclusion can be a triumph, though. I understand that it has something to do with the story's feminist themes, but my notes are sparse on this. I've talked with a few others in class, and none of them have been able to provide me with much insight. Would you be able to briefly explain this to me? If you do not have time to do so via email, would you be willing to discuss it at the beginning of next class?

Thank you in advance for any help you might be able to provide.

Sincerely,

Samuel Becker

Sample Email Professor Asking for a Favor

Subject:  COMM190: Advisor Request

Message:

Dear Dr. Jennings,

This is Cassandra Ingalls. I’m currently in your Communications 190 class, but I’ve taken additional classes of yours in the past, all of which have been very informative. Recently, I decided to switch my major to Communications, and I was hoping you might be willing to become my advisor. I realize that you must already have plenty of other students you are in charge of, but since your classes are part of the reason I decided to switch majors, I thought I would ask you first.

Please let me know at your earliest convenience if you would be willing to become my advisor.

Thank you very much,

Cassandra Ingalls

COMM190, Section 1

Sample Email Professor About Lunch

Subject:  CHEM255: Lunch Invitation

Message:

Dear Professor Smith,

This is Jenna Schwartz from your CHEM255 class. A few other early Chemistry majors and I were planning on meeting for lunch at noon on Thursday to become better acquainted and discuss our experiences in the department thus far. We would love it if you could join us. If Thursday at noon doesn’t work for you, is there another time that might?

Thanks for your consideration,

Jenna Schwartz