

# Contacting Faculty



## Do



- Make sure the information you are seeking is not available in the syllabus
- Always use an informative subject line (example: MATH122 Exam Question)
- Use proper titles and personalize emails if possible (example: Dear Dr. Jones, Dear Mrs. Jones)
- If unsure of title you generally can't go wrong with "Professor" (example Dear Professor Jones)
- Identify yourself early – do not assume your recipient knows you. Some professors teach hundreds of students a semester.
- The body of your message should be:
  - Short
  - Polite
  - Focused on one or two concerns
- Always check spelling and grammar
- Use a professional, easy to read font (Arial, Calibri, Times New Roman)
- Use a positive tone (When I vs. If I)
- Use a professional signature  
Joe Smith  
Class – Section #
- Proofread
- Make sure you have included any attachments you mentioned

## Do Not



- Use Text Speak (thnx, lol, rofl)
- TYPE IN ALL CAPS
- Send an email while you are angry or upset
- Use email when you need a quick response
- Send without reviewing

# Example Email

To: DrSmith@mailbox.sc.edu  
Subject: MATH122 Resources

Dear Dr. Smith,  
In class you mentioned that you were willing to go over the last exams we took for MATH 122. My work schedule prevents me from taking advantage of your office hours. I would be grateful if you had any availability on Monday or Wednesday afternoon.  
Thank you,

[Your Name]  
MATH122-[Section #]

Contact each of your professors this semester to introduce yourself. Try to gain a better understanding of what is required in the class and what you need to do to guarantee your successful completion. Most professors provide their contact information on the first page of the class syllabus. If you cannot find contact information on your syllabi, the University operates a directory at: <http://sc.edu/about/directory/>

| Course | Instructor Name | Instructor Email |
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## Items of concern to discuss

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