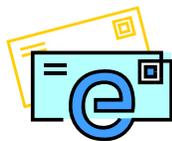


EMAILING YOUR COLLEGE PROFESSOR



Though email may be considered a quick means of communications, always remember that it represents you and what you are attempting to communicate to your recipient, so take a moment to review before hitting “send”. When you are communicating with your college professors, give thoughtful consideration to the impression that you are creating of yourself in what you say and how you say it. Also remember that your professor probably teaches several hundred students, serves on campus committees, has departmental responsibilities, research and professional activities, plus personal relationships which all may contribute to a very full “Inbox”. Below are some suggestions for emails that will be positively noticed:

Always use your official Augusta JagMail account – example: *istudent@augusta.edu*

This identifies you as a member of the Augusta University community. Emails from unofficial addresses can easily be deleted/junked without being read.

Use the subject line to identify yourself as a student in the specific section of the instructor’s class; if assignment related, add a key word to link it to that task - example: *Ima Student INQR1000 T Group Project*.



Start your email with a respectful salutation.

Review your course syllabus or catalog to verify title. If you are unable to determine this, “Professor” followed by the last name would be the safest approach. (Never presume a title such as “Dr.” or “Mrs.” or that someone with a more casual teaching style will not mind if you call them by their first name or a nickname.) You may want to start with a simple but meaningful sentence such as “Hope your day is going well.” or “Class discussion on Monday was great!”

Get to the point in a specific and organized manner.

State your purpose clearly and briefly. For example: “I am required to take the Foreign Language Placement Test this Wednesday at 2:00pm and will therefore not be in class. I shall place my assignment due that date in your department mail box that morning. Please let me know if this meets with your approval.” If you feel that lengthy, involved details are essential, consider arranging an appointment during your professor’s office hours to discuss the matter more fully. If your email is actually part of your assignment, be thoughtful in your organization to ensure an easy read for your instructor and a positive presentation of yourself.

Conclude with appreciation.

Acknowledge your professor’s time in reading and responding to your email: “Thank you for your time in considering my request. I look forward to hearing from you soon.” or “I appreciate your assistance with helping me clarify this matter.” Your signature should include your first and last names, the course name and section.

ALWAYS review your work: read the message out loud; check spelling and grammar; confirm address. Do NOT use texting abbreviations such as “LOL”, “TTFN”.



Remember to be patient. Your professor’s inbox is a very busy place, and your email may hit after he/she has already checked messages that day or it could be a night/weekend when they may not be checking or responding as regularly.