

Emailing an Instructor

Moorpark College Student Health Center

- ✓ Free* mental health counseling
- ✓ Free* medical services
- ✓ Free* health education

Services are free for currently enrolled students. Some services have a nominal fee.

CONTACT US

☎ 805-378-1413

📍 Admin Bldg Rm 111

📷 mc_studenthealthcenter



1. Did you thoroughly read the assignment and **check the syllabus?**

Are you sure you read it?? For real??

- Class lectures, slides, rubrics, and assignment guidelines can help to clarify the assignment.
- The syllabus provides information on course due dates, policies, and procedures. It also recommends the best form of contact for the professor and expectations.
- Professors can feel frustrated when students don't read what they shared.
- Many emails can be avoided by reading the assignment, looking in the course shell, and reading the syllabus.

2. Didn't find your answer in the syllabus or course shell? **Gather necessary information for the email.**

✓ Instructor's preferred method of communication: (email, Canvas, etc.?)

- Canvas
- Email
- Other

✓ Instructor's email policy (What info do they need from you?)

Do they have a rule on the subject line?

Yes, info needed:

No. Consider using the following:

Basis of question + Class

Ex: Question on Assignment #2 for BUS 110

Other info they require (ID #, name, class, etc.)

- ID #
- Class
- Section



3. Drafting

Emailing an instructor can be stressful. But it doesn't have to be. Use the simple template to help you write a clear and professional email. Remember, most instructors are happy to help and want to know if you have questions!

In general, it is important to write a professional email in academics. You always want to leave a positive and professional impression. After all, you never know if you will need a letter of recommendation or even a job connection from them one day.

Tips:

- **Address them in a respectful manner**
 - **Picking a greeting**
 - How do they sign their name or have it listed?
 - This can be a quick and easy way to check their professional title
 - Do they have a doctorate or PhD?
 - If yes, use Dr._name_.
 - Are they a professor?
 - You can use Professor_name_.
 - Avoid Mr., Mrs. and Ms. unless they have specified to use it.
 - It is important not to assume gendered greetings or marital status.
 - A better option, use Instructor __name__.
 - **Use proper capitalization and punctuation**
 - **Do not use text language or abbreviations like "ty"**
 - **Use spell check**
 - **Read it before sending it**

Template

- ✓ **Subject line**
Question Regarding **_topic/assignment_** for **_course_**
- ✓ **Greeting**
Dear Instructor **_last name_**,
Hello Professor **_last name_**,
Dear Dr. **_last name_**,
- ✓ **Information required**
My name is **_name_**, and I am in your **_day/time/online_ + _course name and section_** class.
- ✓ **Request**
I am contacting you because I have a question on the current assignment, **_name of assignment_**.
- ✓ **Question/Request**
My question is **_ask_**?
I am inquiring if **_ask_**?
- ✓ **Clarification if needed**
The assignment guidelines say **_X_**, but I am not sure if **_Y_**.
- ✓ **Closing**
I understand you may not get to this message until **_time in syllabus (like after the weekend)_**. Thank you for your time.

Best,
first and last name
_ID # (optional/if required)

Social Wellness

Instructors are human.

Academics are notorious for having an "ivory tower" that is exclusive and hierarchical. However, most instructors want to get to know their students and help. Respectful and professional communication can help instructors better communicate with you.

Make the most of it.

Good communication with instructors can improve your academic experience. Clarifying assignments can improve your grades. Also, having clear communication with instructors can help build a connection that may benefit you outside of the classroom. Good communication can also reduce stress and anxiety. Do not be afraid to email instructors.

Expectations

What does the syllabus say about their email policy? They may not answer right away. Refrain from resending emails or sending multiple emails unless an appropriate amount of time has passed.

"Lack of planning on your part does not constitute an emergency on my part"