Communicate with Your Instructor:

- Your teacher WANTS you to succeed.

- Consider the instructor as your mentor, the person that you should go to first when you start to feel insecure about the class.

- Use the syllabus as your first resource of information. Then ASK the instructor to help explain things.
- Talking with the instructor usually makes both of you feel better about the course.

- You don’t always have to just talk about the course. Office hours are a chance to have a real conversation.

- Keep a running tally of the grades you are earning in the course. And if you have a question about how you are doing, and you’ve reviewed the syllabus, ASK the instructor.

- And about those emails....
How to (and NOT to) Email Your Instructor
From: Lolcatz831@hotmail.com
To: teacherface@cabrillo.edu
Subject: yo

hey what did we did class today anything important?
With friends: a sign you are comfortable . . .

With Professors: a sign of disrespect
hey i wuz wondering
wut did we did n
class 2day anythin
important

I DISRESPECT
YOU AND
EVERYTHING
YOU STAND FOR.
Hi Kathleen,

I hope you are having a great morning. I just wanted to let you know that I couldn’t make it to class today because I was attacked by a saber-toothed tiger. I contacted my buddies to find out what I missed, and I checked out the power point slides online. I expect to be better and back in class on Friday.

Thanks,

Eliza Guttierez
*Your friends recognize your quirky e-mail addy.

Your teacher thinks: “Who is iheartcatbreading831@hotmail.com?”
Dear Kathleen,

(then skip a line)
RESPECT: START BY SAYING SOMETHING KIND AND THOUGHTFUL

- I hope you are having a great morning.
- I am finding our study of Greek Tragedy fascinating.
- The recent lesson on commas sparked a re-birth of wonder in my heart.
I just wanted to let you know that I couldn’t make it to class today because I was attacked by a saber-toothed tiger.
I contacted my buddies to find out what I missed, and I checked out the Power Point slides online.

(If you can figure out what you missed in class by talking to a friend or checking out Canvas slides, and you can figure out what the homework is by checking the course outline, it is disrespectful of the professor's time to ask “what did we do in class?” or “what is the homework?” That said, if a question remains after you have taken these steps, a professor will be happy to answer it!)

RESPECT: SHOW THAT YOU HAVE DONE EVERYTHING IN YOUR POWER TO MAKE UP FOR THE ABSENCE/ RESOLVE THE PROBLEM
“Did we do anything important in class?”
“Oh, yesterday in class? We just ate popcorn, made paper airplanes, played our favorite YouTube videos, and had naptime.”
EVERY DAY OF CLASS IS IMPORTANT!
ASSIGNMENT (10 POINTS)

Send me a professional e-mail! Be sure to include:

Proper subject: (your name, your class)
Proper greeting: (Dear Kathleen)
Something Kind: Say something nice!

Content: Let me know whether or not you have gotten the books for the class . . . And if not, explain how you plan to get them.

Proper sign-off: Thanks,
Proper self-identification: Your full name.