Emailing Your Professor

Use your school email account:
Do not use your personal email to contact your professors. This could be considered to be both unprofessional and your email might accidentally be placed in your professors spam folder.

Check your syllabus, blackboard, and email first: The information that you may need might already be out there. If you already have the information, asking your professor might make you come off as lazy or unprepared.

Be sure to address your professor properly: Never use "hey," and only address your professor by first name if they have explicitly told you can.

Remember to include a subject line:
Professors often receive a lot of email and they often depend on these subject lines. The subject line should just be a brief description of what the email is about.

Avoid text speak:

It is best to avoid using text speak such as "lol" and "u." Be sure to use professional speech and to proof read your email before sending.

Do not expect an immediate response:

Be sure to expect at least 24 hours for a response, oftentimes longer.

Do not vent in an email

Email is not the place to vent or rant to your professor. If you are experiencing a problem with your professor, it is always best to address it during office hours.

Remember to sign off:

Always sign off with your full name and the class you are enrolled in with the professor.

Adapted from: iFalcon's "How to Email Your Professor."