

10 Tips on Talking to Your Professor

1. Pay attention in class and to the syllabus. Be aware of the expectations of the professor as this may answer any questions prior to meeting with them.
2. Narrow down why you want or need to talk to your professor.
 - a. Are you wanting further clarification on a class concept?
 - b. Are you concerned about your grade?
 - c. Are you needing clarification or guidance on an assignment?
 - d. Are you wanting to inform your professor of a personal issue?

Have a clear understanding of everything you need to talk about and take notes if you need to bring something with you.

3. Schedule a time to meet with your professor or visit during office hours and inform them of the purpose of the meeting.
4. Be clear, direct, and sincere. Make eye contact with your professor.
5. Listen and understand what your professor has to say in response. As easy as it sounds, take it all in and listen before you respond.
6. Continue to talk to your professor. Tell them EVERYTHING that you need and make sure you get all your questions answered while you have the chance to meet with them.
7. Thank them for their time and assistance.
8. Check in regularly throughout the course to keep consistent communication.
9. Seek extra course-specific assistance through the Learning and Writing Center. You can sign up for services on their website: <http://www.usfca.edu/lwc/>
10. If extra guidance is needed, reach out to your Faculty Advisor through your major department, or your Academic Success Coach in CASA.

For more information and resources, visit our website:
<http://www.usfca.edu/casa>

