Communicating with Your Professor

Establish your class presence early
- Show up on time and prepared
- Engage in course discussion
- Have a positive attitude
- If you don’t understand something, ask!
- Make a point to meet your professor before your first graded assessment
- Furman faculty love teaching and they want to engage with you

Make an appointment
- Choose a time that both you and your professor are not rushed
- It is appropriate to email your professor and ask to meet with them
- Be on time for your appointment
- Bring all the materials that you want to discuss with you
- Do not walk into your professor’s office without knocking first

During the appointment
- Write out a list of questions and/or concerns before you get to your professor’s office
- Some questions might include:
  - What should I focus on when studying for your test? Lecture notes, textbook readings, class discussions, etc.?
  - Are there any sample questions that you could give me?
  - Would you mind proofreading my paper? And making suggestions?
  - Would you mind clarifying some of my class notes that I am unsure of?
  - What strategies could I use to be more successful in your course?

Remember:
Just because you are behind in work, have not been prepared for class previously or failed a test—DOES NOT mean that you cannot communicate with your professor. They are the expert in their respective field; get to know them!