

HOW TO PROPERLY EMAIL YOUR PROFESSOR

Emails sent to your professor should be written with a professional tone, using proper email etiquette. Below are some guidelines on how you should email your professor.

The image shows a screenshot of an email composition window with several callout boxes pointing to specific fields:

- From:** username@student.cscs.edu. Callout: "Email from your CSCC email account."
- To:** professor@cscs.edu. Callout: "In the subject line, include your name and the course information. Instructors often teach multiple sections. This makes it easy for them to find you in their rosters."
- Cc:** (empty)
- Bcc:** (empty)
- Subject:** Your Name and Course Name/Section Number. Callout: "Always start your email with a polite 'Dear' or 'Hello' followed by your professor's name/title (Dr. XYZ, Professor XYZ, etc.). If you're unsure of their proper title, using 'Professor' is the safest bet."
- Body:** Dear Professor Smith, My name is _____ and I am in your _____ course this semester. Callout: "Start by introducing yourself. Give your preferred name and the course you're enrolled in."
- Closing:** Sincerely, Your Name Cougar ID: XXXXXXXX. Callout: "Use correct grammar and spelling. An email is more formal than a text or social media message." and "Use a formal closing, like 'Sincerely' or 'Thank you' or 'Best regards.' Include your Student ID number."

The interface also shows a font dropdown set to "Calibri", a "Send" button, a "Discard" button, and a status bar indicating "Draft saved at 1:39 PM".

Other helpful tips:

- Always be **polite** and **respectful**.
- Be **clear** and **concise**.
- Remain **formal**. Do NOT use text speech (e.g., LOL, BTW, JIC, etc.).
- **Check the syllabus** before emailing. Many times, the information you seek is in the syllabus.
- Show **gratitude**.
- Be **considerate**. Realize that the tone of your message could get misinterpreted in an email. If you have an issue, explain yourself **calmly** and **respectfully**.