**Getting an ‘A’: It starts with building a professional relationship with your professor**

DON’Ts >>>Ferris Bueller: <https://www.youtube.com/watch?v=wZOy6w6UsMY>

DO’s>>>Legally Blonde: <https://www.youtube.com/watch?v=xs3_hNYAVRw>

* BE PROFESSIONAL
  + Email your professor if you will be absent BEFORE class starts. If you know at the beginning of the semester that you will have to miss class on a certain date, let the professor know the first week of class with a reminder closer to the actual date
  + Address all emails with “Hello Mr./Dr/Professor \_\_\_\_\_\_\_\_\_\_”
  + Sign all emails with your first and last name “Thanks, \_\_\_\_\_\_”
  + Use complete sentences in all emails and double check spelling.
  + Always put something in the subject line—no one likes to open emails without knowing what to expect.
* BE RESPECTFUL
  + Do not have your phone out in class. It is insulting to the professor.
  + Do not have side discussions with a neighbor while people are talking in class.
  + Try to avoid using the restroom during class unless it is an emergency. If you must go, try to leave during the least disruptive time possible such as quiet reading or group work. Do not leave during the professor’s instruction.
* BE ENGAGED
  + Make eye contact as often as possible during class. It shows you are interested in what the professor is teaching—a shared interest. It also sets you apart from students who daydream or play on their phones
  + PARTICIPATE: whether you ask or answer questions, participating makes an impression on the professor and shows you are in charge of and value your education. At a **bare** minimum, you should participate *once every class period*.
  + Attending office hours is a must. For each class, stop in two weeks before submitting the first assignment and either bring a rough draft or share your ideas to make sure you are on the right track! If it is a paper, ask if the professor is willing look it over before you turn it in (some do, some don’t). Why wait to learn from your mistakes, when you can correct an assignment before even handing it in?
  + Come to class prepared at least with a notebook and a pen. Never show up empty-handed to class. It is also a good idea to bring your books with you or at least the ones on the syllabus for that day (you can reference during discussion and find talking points to help you participate in class

Sample emails that are **appropriate**:

Hi Dr. Adams,

I am writing to remind you that tomorrow is one of the class dates I am unable to make. I am currently at home for my sister’s graduation. I am looking forward to class next week.  See you then!

Julia Keough

Hello Professor Stevens,

I am struggling to fully understand the instructions for the reflection paper due next Tuesday. Could I stop by during your office hours Friday at 10am? I am hoping you could take a look at my paper so far and let me know if I am on the right track.

Thanks for your time and I look forward to hearing from you.

Julia Keough

Hi Dr. Wendle,

I apologize for the late notice, but I am unable to make it to class today. I have been feeling under the weather for the past few days. I will be sure to get the notes from someone else in class. Please let me know if I missed anything important.

See you Thursday.

Thanks,

Julia Keough