HOW TO email your professor about concerns regarding synchronous/asynchronous classes

@ispo.ucsd

UC San Diego International Students & Programs Office
Having trouble with synchronous vs asynchronous classes?

Office hours are a great way to get to know your professors and get extra help or ask questions!

Can't attend office hours? Send an email!

**Email formula**

Subject line + Greeting + Body + Thank you + Closing
**TONE:**
It’s important that the tone of your email is polite and respectful, you don’t want to offend faculty and staff.

*Trick:*
You can install an extension of Grammarly that will tell you how your emails sound + it will correct your grammar. There is a free and a paid version.
Email tips

SUBJECT LINE:

Be clear what your email is about

- *Include the name and the number of the course + section you are in*
- *Include the topic/reason of your email*
- *Eg: ANTH 20 –01 Midterm on Nov. 17*

*ESYS 101 Question about Lecture*
GREETINGS:
Hello Prof. + their last name,
Good morning _____, Good afternoon _____
Professors name

Note: it’s better to address your professor as Professor/Prof. + their last name instead of Dr. + last name because “Dr.” may not apply to all faculty

You can use Dr. if you are sure that the professor has a PhD or it’s how they prefer to be addressed

Ex: Hello Professor Jones:
    Good afternoon Prof. Peters,
Email tips

BODY:
Introduce yourself + the class/section you are in

- Helpful to include if this is the first time you are contacting faculty!
- My name is your first + last name, I am in your name of the class + section class

Include why you are email them

Eg: I had a question about _____ could you help me with it?

I noticed that our midterm will take place on date + time, however, in my country it will be time. Would it be possible for me to take the midterm at a different time?
THANK YOU:
It’s important to conclude with a “Thank you”

    Eg: Thank you for your help with this. I’m looking forward to hearing from you.

CLOSING:
Best,
Your first and last name

Sincerely,
Your first and last name
Subject: INTL 101-01 Homework assignment

Hello Prof. Jones,

My name is Katherine Peters, and I am a student in your Culture and Society in International Perspective course. I was working on homework and was confused about question 3. Could you please explain the concepts to me?

Thank you!

Best,

Katherine Peters
Subject: grades

Hi,

You gave me a zero on my homework assignment but I totally turned it in!

-Craig