Top 5 Tips for... Getting Help from Your Professor

1. **Start with the syllabus**
   - Even with recent changes, the syllabus is still the best place to start, but also check Carmen or your OSU email for new versions or updates.
   - Search keywords using “Control-F” to quickly find answers.

2. **Do your research**
   - Before asking questions of your professor or TA, go through your course material to try to find answers.
   - Take notes as you search so you can keep track of where you looked for help.
   - Use outside reliable sources (other textbooks, help videos like Khan Academy, etc.) for additional explanations.

3. **Ask questions respectfully**
   - Show respect for your professor by contacting them in the way they requested in the syllabus and addressing them as “Dr. ____.”
   - Remember that they are people too, and are likely just as stressed as you are. They also may be juggling job and family, and could be dealing with illness.

4. **Be clear and specific**
   - Make specific and short subject lines to emails.
   - Keep emails brief and easy to read. If you have multiple questions, consider using a bulleted list or requesting an online meeting to ask your questions.
   - Remember to include an actual question, not just statements. Be clear about what you need.

5. **Don’t wait too long**
   - Start your assignments as soon as you get them so you can ask questions well before the deadline.
   - Allow at least 48 hours for professors to respond to emails before following up.

Questions?
Talk with an Academic Coach online
go.osu.edu/dlc-info