

## 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](https://go.osu.edu/dlc-info)