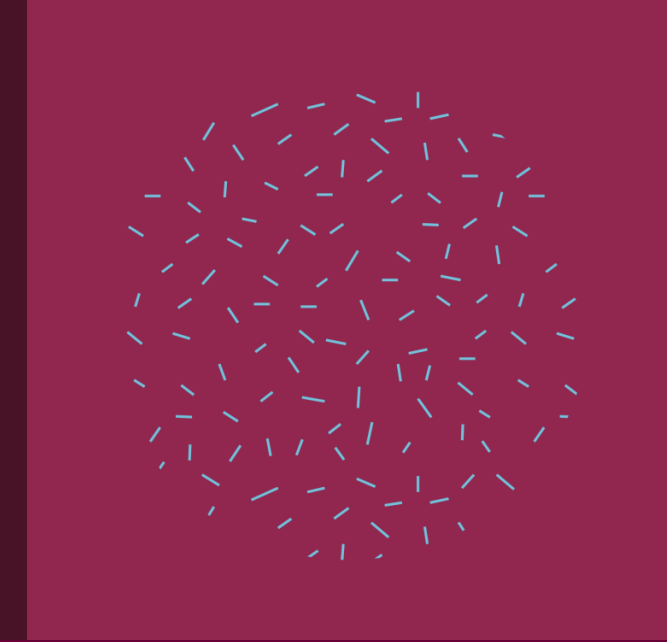


CONNECTING WITH YOUR FACULTY



Why is it important to connect with faculty?

By meeting with professors and communicating with them outside of class, **students demonstrate their own commitment to success** and contribute to the development of strong, healthy, accountable relationships between students and professors.

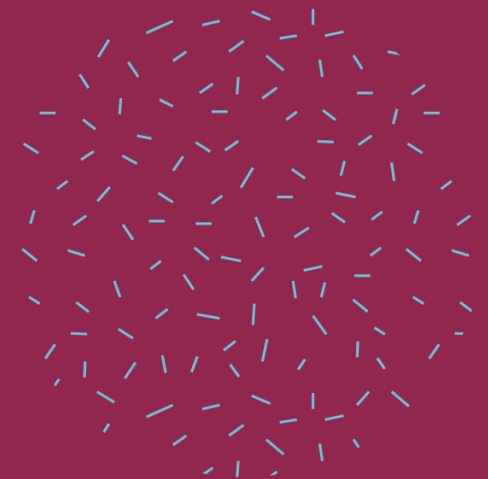


- Communication with your professors and support staff is a crucial part of your educational experience and it's important to make the right impression when you are contacting them via any means of communication. First impressions are key, so make sure it's a lasting one.



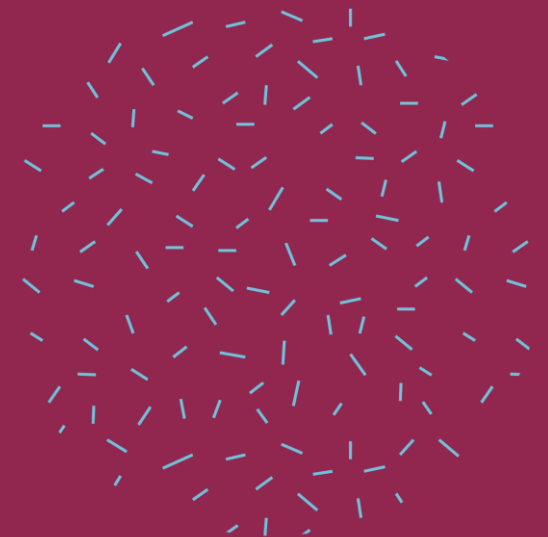
- **Connect with Professors**

- **Tip #1: Be Proactive. Reach out to your instructor, introduce yourself and start building a relationship. ...**
- **Tip #2: Participate in class activities**
- **Tip #3: Ask for Help with academics when needed**



When you need to connect with your professor on Zoom

- Respect professors' time and meet them more than halfway.
- Maintain realistic expectations.
- Take multiple classes with the same professor to develop continuity.
- Always keep your Zoom camera on during class.
- Ask and answer questions on camera if possible.
- Go to virtual office hours if you can.



One of the top hesitations for students considering an online program is the fear that they won't have the opportunity to connect with professors when they have questions or to obtain lasting connections for the future.

Fortunately, this fear is far from reality. In reality, professors and staff at University of Houston- Clear Lake not only make themselves available to their online students in a variety of ways but also find meaningful ways to support and get to know them.

Ways to connect with faculty as an online student

1. Make note of their preferred method of contact during the first week of class.

Typically, professors will lay out what their preferred methods of contact are during the first week of class and it will be explicitly laid out in the syllabus. Some faculty will prefer email, others will prefer phone calls or text messages. Many faculty will also utilize message and discussion boards in the online learning system. We're all adults and we all have busy schedules, so to get the most out of your communication interactions, communicating via preferred methods makes it easy and quick for everyone involved.

2. Many professors will have virtual office hours where you can pop in virtually via Skype or Zoom -- utilize that!

3. When emailing, use the subject line to convey your top point.

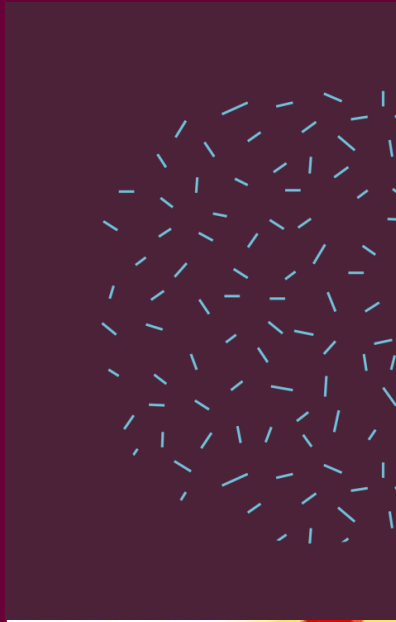
Professors and staff are here to support you, but like you they're also very busy. Each day they're going to talk to and assist hundreds of students, so it's important to be concise and have the main point in the subject line so the professor or staff member can handle the needs of students in the proper order. If you're emailing about a specific assignment, include the name, and always include which class you're emailing in regard to. Professors teach many classes so knowing what class you're talking about is crucial to getting an accurate answer.

4. Be brief.

Like we mentioned, everyone is busy. Think about an email as a written elevator pitch. You need to get out your point by asking short, direct questions that don't require an extensive answer. If your email is too long, the reader of the email will put off reading and responding, but by keeping it brief and concise, you'll encourage a quicker response time.

5. Finally, make sure you address the faculty or staff member properly.

Though it is important to be brief, there is always time for politeness. Always start the email greeting the professor with their preferred moniker (Dr., Ms. Mrs., etc.) and make sure you introduce yourself and what class you're in! Professors have a lot of students in all of their classes so it's important to identify who you are, you can also leave a lasting impression this way.



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1. Maintain a positive relationship throughout the semester.

- Try to do your homework first before asking for help

2. Be respectful

- Know your professor's name.
- Most professors try to learn their students' names.
- But don't use their first name unless invited to do so.
- If you're not sure whether they have a doctorate, "Professor Smith" will usually do.

• Err on the side of being formal – at least at first.

- If they respond in a way that feels more informal, you can relax a bit, but remember that this is still a *professional* exchange.

• 3. Be specific about what you need.

- If you'd just like to chat and give them the opportunity to get to know you, say so.

4. Remember that email loses “tone of voice.”

If you are connect the professor when you are upset, wait to send your email until you cool down, then reread it. If it contains anything that you wouldn't say to the professor in person, reconsider.

5. Be the student with a reputation for excellence.

- Be memorable because you participate in class or discussion boards online.
- Always hand in assignments on time.
- Arrive on time to class and be fully engaged.

**These small, everyday actions help the professor remember you —
for the right reasons.**

6. Communicate with your professor when life happens.

7. Be patient.

And if you receive anything from your professor, respond within that same 24-hour timeframe.

8. Be human – and remember that your professor is human, too.



Remember, we have two of these



AND

One of these

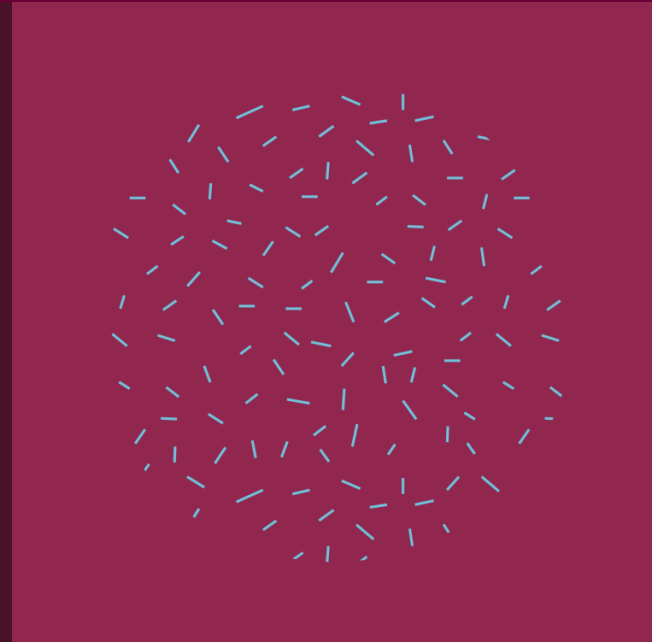
Point Being; Do More Listening In Class Than Talking!

If You Have a Question, Ask It. If You Are Asked A Question, Answer It. Do Not Rattle On And Take Away Learning Time From Your Fellow Students. You Will Not Impress Your Professor By Trying To Teach Their Class, And The Professor Will Not Appreciate It.

Remember to make a good, respectful impression, you may need to ask that professor for a recommendation.

Have A Great Semester And remember the Student Success Center Is Here to support you, assist you academically, and tutor you when necessary.

SEE YOU AT GRADUATION!!



QUESTIONS??

