

Quick Tips for Meeting Instructors In-Person

1 Before

- ✓ **Prepare your questions.** Think of specific questions or topics you would like to discuss, then write them down.
- ✓ **Email in advance.** Send important materials and topics you would like to discuss, especially if you've made an appointment.
- ✓ **Be flexible.** In case you can't get to everything you want to discuss, prioritize your main concerns and order your inquiries by importance.

Have I checked other resources?



Check the syllabus.



Ask a classmate.



Search online.



Check the course website.

2 During

- ✓ **Come prepared.** Bring a pen and paper, relevant materials, like notes, outlines or drafts, and any questions you have already written down.
- ✓ **Arrive on time.** Be mindful of your instructor's time and other students who may also need to meet with them.
- ✓ **Be respectful.** Address your instructor by "Dr." or "Professor" unless they have specifically asked you to do otherwise. Thank them for their time and help!

How do I make the most out of the meeting?



Start with your most important questions in case you run out of time.



Share how you have already tried to resolve the issue.



Be honest and clear about what you know already. If you don't have enough knowledge to ask specific questions, say something like, "I'm interested in X, but I am having trouble coming up with particular questions."

3 After

- ✓ **There are other resources if you still need more help!** You can try meeting with your TA, talking to a librarian, visiting the Undergraduate Writing Center, or following up with your professor.

In person meetings get easier with practice!

