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!