

Talking with Your Instructor

My name is: _____

I am in your _____ class that meets on _____ @ _____

My question is: _____

What I have done to answer it already is: _____

This is what I do understand: _____

This is where I am stuck: _____

Make the Most of a Meeting:

- **Schedule a time to talk to your instructor.** Email your instructor or approach him/her after class. Many times the syllabus will list the preferred way to schedule a meeting.
- **Arrive on time to the meeting.**
- **Bring the course syllabus and a list of your questions.**
- When asking questions, if your instructor's explanation is clear, follow up with
 - "Thanks, that's helpful." "My next question is..."
- If your instructor's explanation is not clear, follow up with
 - "What does that mean?"
 - "Can you help me understand the main point?"
 - "Can you give me an example?"
 - "Is there a page in the textbook, specific lecture notes or a resource online that I can reference for further information?"

Tips for discussing your grade in the class:

- **Carefully read all of your instructor's corrections and comments.**
- **Make a copy of the assignment and write out your questions.**
- **Go with a good attitude. Be respectful and calm. This is a conversation, not a negotiation or a trial.**

After you have an open honest talk, you'll have a better idea of what your instructor expects of you. Remember your instructor is a valuable resource and he/she wants you to succeed. Also, be sure to thank your instructor for his or her time.

Notes: _____
