

Email Etiquette

When sending your instructor an email, make sure the content is complete, professional, and respectful. Writing thoughtful emails is an important skill to learn in preparation for your future career.

Email Guidelines

1. The subject line must be informative and represent the content of the mail.

Do not use a blank subject line, a one word subject line, or a subject from a previous message that does not match the current contents.

2. Do not ask your instructor about information you can find on your own, e.g.

When are your office hours? Or What time is our exam?

3. All emails must have a proper greeting: e.g.

Hello Dr / Professor lastName.

4. All emails must have a proper signature, e.g.

Thank you,

First name, last name

5. All emails must include the name of the course and the section number.

In lieu of section number, include the class day and time.

6. Questions must be well formed and contain enough detail for your instructor to assist you.