

## Why communicate with your professor?<sup>1</sup>

At FDU, we emphasize that communication is one of the key factors to success. Thus, we strongly suggest students to engage in communicating with faculty to address any challenges they may be facing due to any factors that may affect their ability to excel during the semester. Here are just a few reasons why effective communication will help you thrive in your future career:

- **Demonstrating initiative:** Consistent communication shows your initiative, dedication, and commitment to your education, which can positively impact your academic reputation and future prospects.
- **Clear understanding:** Communicating with your professor allows you to gain a clear understanding of the course material, assignments, and expectations.
- **Clarification of doubts:** It provides an opportunity to seek clarification on any concepts or topics that you find confusing or challenging.
- **Personalized guidance:** Interacting with your professor enables you to receive personalized guidance and advice based on your specific needs and goals.
- **Feedback and improvement:** By communicating, you can receive constructive feedback on your work, helping you identify areas for improvement and enhance your academic performance.
- **Addressing concerns:** Communicating with your professor allows you to address any concerns or issues that may arise during the course, such as extenuating circumstances, deadlines, or personal challenges.
- **Improved academic performance:** Regular communication with your professor can positively impact your academic performance. By staying in touch, you can stay informed about important updates, changes in assignments, and expectations, which can help you stay on track and meet deadlines more effectively.

## Benefits to communicating with your professor/faculty:<sup>2</sup>

- **Building a rapport:** Establishing a connection with your professor through communication can create a positive learning environment. Having a strong rapport with your superiors may have

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<sup>1</sup> Adapted from: “**7.3 Communicating with Instructors,**” <https://open.lib.umn.edu/collegesuccess/chapter/7-3-communicating-with-instructors/#:~:text=Talking%20with%20instructors%20helps%20you,academic%20field%20or%20a%20career> (accessed June 14, 2023).

<sup>2</sup> Adapted from: “**7.3 Communicating with Instructors,**” <https://open.lib.umn.edu/collegesuccess/chapter/7-3-communicating-with-instructors/#:~:text=Talking%20with%20instructors%20helps%20you,academic%20field%20or%20a%20career> (accessed June 14, 2023).

them more inclined to provide additional support, opportunities, or recommendations when they know you are actively engaged and seeking assistance.

- **Networking opportunities:** Communicating with your professor can open doors to networking opportunities. They may have professional connections in your field of interest and can provide guidance or recommendations for internships, research positions, or future job opportunities.
- **Resource referral:** Professors are valuable resources and can provide information about additional resources, research materials, or academic support services available to you.
- **Collaboration and participation:** Regular communication encourages collaboration and active participation in class discussions, group projects, and other learning activities, enhancing your overall educational experience. These are skills you can take with you in your career.
- **Overcoming challenges:** If you encounter any challenges or obstacles during your studies, communicating with your professor can provide you with valuable support and guidance. They may offer alternative solutions, recommend resources, or provide extra assistance to help you overcome difficulties.
- **Personal growth and mentorship:** Establishing a strong line of communication with your professor can lead to mentorship opportunities. Professors can provide valuable insights, advice, and guidance beyond the classroom, helping you develop important skills and shape your academic and professional journey.
- **Respect and professionalism:** Regular communication with your professor demonstrates respect and professionalism. It shows that you value their expertise and are committed to your academic growth, which can create a positive impression and potentially lead to opportunities for further engagement.

### **EMAIL SAMPLES<sup>3</sup>**

If you're not sure what to say here are some templates to help you.

1. Missing class(es) for a Medical Appointment or Personal Reason

Subject: Absence Notification - [Course Name/Number]

Dear Professor [Professor's Last Name],

I hope this email finds you well. I am writing to inform you that I will be unable to attend your class on [date(s)] due to [reason for absence]. I apologize for any inconvenience

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<sup>3</sup> Adapted from: "**Coaching Tips: How to talk with your professor about your absence,**" <https://www.purdue.edu/advocacy/students/communicating-absence.html> (accessed June 14, 2023).

caused and will make sure to catch up on any missed material. If there are any specific instructions or assignments I should be aware of, please let me know. Thank you for your attention, and I appreciate your assistance.

Sincerely,

[Your Full Name] [Your Student ID or Course Section]

2. Missing Class(es) for a Medical Appointment or Personal Reason

Subject: Absence Notification - [Course Name/Number]

Dear Professor [Professor's Last Name],

I am writing to inform you that I will be unable to attend your class on [date(s)] due to [reason for absence]. I apologize for any inconvenience caused and will make sure to obtain any missed notes or materials. If there are any assignments due, please let me know if there are alternative arrangements. Thank you for your understanding and support.

Sincerely,

[Your Full Name]

[Your Student ID or Course Section]

3. Extended Out of Class Email Example

Subject: Absence Notification - [Course Name/Number]

Dear Professor [Professor's Last Name],

I hope this email finds you well. I am writing to inform you that I will be unable to attend your class on [date(s)] due to [reason for absence]. I apologize for any inconvenience caused by my absence and wanted to ensure you were aware of the situation. I have reviewed the syllabus and course materials to familiarize myself with the topics covered during my absence. If there are any assignments or readings due on the day(s) I will be absent, please let me know if there are alternative arrangements I should make to ensure I am able to complete the work. I will make sure to prioritize them and complete them promptly upon my return.

I understand the importance of attending class and keeping up with the course material and am committed to staying on track with the course material and will make the effort to fulfill my academic responsibilities. I would appreciate any guidance or suggestions you may have regarding the best way for me to catch up on the missed material.

If there are any further details or documentation required to substantiate my absence, please let me know, and I will be happy to provide them promptly.

Thank you for your attention, and I appreciate your assistance.

Sincerely,

[Your Full Name] [Your Student ID or Course Section]