

BBA TIP SHEET

COMMUNICATING WITH YOUR PROFESSORS

This information is provided to Bachelor of Business Administration (BBA) students to provide further information about topics of interest to students. For students in other programs, please speak directly to your faculty advisor for more information about how this information may pertain to your particular degree.

Get a better email response from your professor (or advisor):

Make it easier for us to give you what you want (or meet you half-way).

- do a quick search of your course outline, blackboard, and/or mtroyal.ca to see if your answer is there first
- consider contacting your professor (online meet) during posted office hours - one less email!
- use your @mtroyal.ca email address. You will not need to worry that it was not received or went to a spam folder, and your professor will be able to provide more specific information, knowing it's really you!
- use full sentences, proper grammar, and capital letters
- use an effective subject line
 - include the course name, section and term (your professors teach more than one course!)
 - include what the note is about (eg, request for... meeting, deadline extension, review of exam/assignment; mid term grade; group project issues)
 - for example: request for deadline extension, Assignment 2, MKTG 3150, Section 002, Fall 2020
- be polite and clear in your request
- include your student ID number in your signature
- note your availability, if it makes sense and/or different/best ways to reach you
- manage your expectations. No one needs to respond to your email within 24 hours, evenings or weekends, but some may. Send a follow up if you haven't heard back within 3 business days.
- know that some things are best not discussed over email. If you are upset about something and want to discuss it, state that, but ask to set a time to discuss. Delete the paragraph you wrote detailing the unfairness of it all and save that for a face to face meeting where you can have a dialogue!

