Tips for Improving Your Relationship With Your Professors

- GO TO CLASS
  - Regular attendance improves relations quickly and ensures you don't miss important information
  - Professors notice who is in attendance
  - If you must miss class, make sure you communicate with your professor well in advance
    - Get notes from a student you respect
    - Let the professor know you have received the notes
    - Communicate with the professor both through e-mail and via phone. Follow up later.
- DON'T BE LATE
  - Important announcements, such as upcoming tests or a change in due dates, are usually given at this time
- KNOW YOUR PROFESSORS
  - Make it a point to see your professors regularly before or after class. Stop by for office hours – let them know that doing well is important to you.
  - Write office hours in a planner
  - When meeting your professor, keep these points in mind:
    - What is the purpose of your meeting?
    - Preview your text or notes
    - Identify topics or issues that you do not understand
    - Write down three or four questions connected to future assignment
- HAND IN ASSIGNMENTS ON TIME
- BE RESPECTFUL
  - Ask and answer questions in a positive manner
  - Respond respectfully
- NEVER DISCUSS A GRADE WHEN YOU ARE UPSET
  - Be courteous and specific
- SIT IN THE FIRST THREE ROWS
- BE ATTENTIVE
- BRING YOUR NOTEBOOK AND TEXTBOOK TO EVERY CLASS
- ATTEND CLASS WELL-GROOMED
  - First impressions leave a lasting impressions
- PREPARE FOR CLASS AND BE AN ACTIVE PARTICIPANT
  - Let the professor know that you are interested in the material