

I coordinate and teach 2 different courses, so to help me help you better, please observe the following basic email etiquette.

FIRST: Regarding basic course information, always check the course webpage carefully, since you will normally get much quicker answers than waiting for an email from me that simply directs you to the same webpage.

- 1) Have a **meaningful subject line**. For example: “Urgent! I missed my exam!”
- 2) Always include **your name (FIRST and LAST), class time, and your instructor’s name**.
- 3) **Be concise and get to the point**. Give me a brief description of your situation and tell me what you want me to do for you.
- 4) An **appropriate salutation**. Think of an email salutation as a handshake. When in doubt, just use your intended recipient’s name and title.
- 5) Always use **proper grammar and spelling**. Given today’s automated tools, there is no excuse for misspellings and bad grammar. You should re-read every message before hitting “send” and always use spell check functionality.
- 6) **I do not give mathematics help through email**, since there are over 1000 students in the courses I coordinate and teach.