

I get a lot of emails from students every day. So, to help me help you better, please observe the following basic email etiquette.

1. Have a **meaningful subject line**. For example: “Urgent! I missed my exam!” Having a meaningful subject line will ensure that your email gets my attention appropriately.
2. An **appropriate salutation**. Think of an email salutation as a handshake. When in doubt, just use your intended recipient’s name and title.
3. Your email should always include **your name (FIRST and LAST)**, **class time**, and **your instructor’s name**. I coordinate three courses each with many different instructors, so I REALLY need to know which class you are in.
4. **Be concise and get to the point**. Give me a brief description of your situation and tell me what you need me to do for you. If I need further information from you, I will let you know.
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. If you are asking for help on homework, briefly describe what you have done. I will give you homework help ONLY if I can see that you have made a genuine attempt.