

Please observe the following basic email etiquette.

1. **ALWAYS** check the [MA 15300 website](#) **FIRST** before emailing your instructor or the course coordinator. The answers to many questions can be found on the [MA 15300 website](#).
2. Have a meaningful subject line. For example: "Urgent! I missed my exam!"
3. Your email should always include your name (FIRST and LAST).
4. Be concise and get to the point. Give me a brief description of your situation and tell me what you need from me. 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.