

# Emailing Your Professors – Part 1

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**HUMBER**

# In this video...

- What content you need to include in your emails to professors
- How much detail to go into
- How to follow up if you don't hear back

# Sending an Email to Your Professors: The Mechanics

**To:** oprah.winfrey@humber.ca  
**From:** ima.genZ@gmail.ca  
**Subject:** GNED101 questions

Dear Professor Winfrey,

I'm in your GNED 101 class on Tuesdays and Thursdays at 11:40am. I have a few questions about classical conditioning as I'm struggling to understand how it works. Are you available to meet sometime next week? Unfortunately, I have another class during your office hours.

Can you please let me know if you're available to meet with me and if so, what days and times might work for you?

Thank you.

Ima GenZ, N01234567

# Use Formatting to Increase Readability

**To:** oprah.winfrey@humber.ca  
**From:** ima.genZ@gmail.ca  
**Subject:** GNED101 Questions – Meeting Request

Dear Professor Winfrey,

I'm in your GNED 101 class on Tuesdays and Thursdays at 11:40am.

I have a few questions about classical conditioning as I'm struggling to understand how it works.

Are you available to meet sometime next week? Unfortunately I have another class during your office hours.

Could you please let me know if you're available to meet with me and if so, what days and times might work for you? Here are three times I am available: Wednesday at 11:40, Friday at 1pm and Monday at 1pm. I am available to meet by phone, Skype, Zoom or MS Teams. Please let me know what platform works and day/time works best for you.

Thank you.  
Ima GenZ  
N01234567  
ima.genZ@gmail.ca

# It's Been Three Hours – Now What?

- Allow your Professors two business days to get back to you
- If you do not hear back, send a follow up

Dear Professor Winfrey,  
Just following up on the message below. Please advise.

**From:** [ima.genZ@gmail.ca](mailto:ima.genZ@gmail.ca)  
**Sent:** Wednesday, May 3, 2020 11:26 AM  
**To:** [oprah.winfrey@humber.ca](mailto:oprah.winfrey@humber.ca)  
**Subject:** GNED101 Questions – Meeting Request

Dear Professor Winfrey,

I'm in your GNED 101 class on Tuesdays and Thursdays at 11:40am.

I have a few questions about classical conditioning as I'm struggling to understand how it works.

Are you available to meet sometime next week? Unfortunately I have another class during your office hours.

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Thank you.  
Ima GenZ  
N01234567  
[ima.genZ@gmail.ca](mailto:ima.genZ@gmail.ca)

# I Didn't Hear Back After I Sent a Follow Up: Now What?

- Allow two more days
- Escalate to Program Head/Program Coordinator

“Dear Professor Donohue,  
I am wondering if you could assist me in contacting Professor Winfrey as I have tried to reach her unsuccessfully and am concerned I am falling behind in class. Please advise on my next steps ...”