Visiting with an Instructor/Professor

The idea of meeting with an instructor/professor can be intimidating to students. However, talking to your professors outside the classroom can be one of the most important undertakings you can do as a student to be academically successful. The instructor can provide insight into how to study for exams, how to take pertinent notes, and how to get the most out of the lecture.

When you visit with the instructor, be honest and open to what the instructor has to say and have certain questions in hand (write them down and bring them with you). Approach the instructor from the standpoint of wanting to understand and learn the material and ultimately doing well in his/her class.

The following are some helpful tips:

- Introduce yourself and inform him/her what course you are in (the instructor may be teaching more than one course and/or more than one section of a course).
- Inform the instructor as to the reason for your visit. For example: You are wondering how to best prepare/study for tests, quizzes.
- You want to discuss how to better prepare for a test (if one already taken and you are not happy with the result) and ask if she/he has any suggestions on how to do better.
- Bring tests and/or papers completed and review concepts with instructor.
- You want to go over your notes with the instructor to find out if you are taking pertinent notes (bring your notes with you). Too many students take notes that are insufficient and/or contain information that is not pertinent.
- You may want to bring any graded quizzes, exams, and/or papers so you can discuss with the instructors what you missed or didn’t understand.
- You want to inquire about the grades you have earned and the possibility/likelihood of earning a certain letter grade with the remaining graded assignments.
- You wish to review the syllabus with the instructor regarding any readings and/or assignments that you may have questions or concerns about.
- If there are concepts, problems, notes you do not understand ask him/her to explain them to you.
- Ask if there is any extra credit available.
- Ask if there is any additional tutoring, help sessions or test reviews available.
- Is the T.A. (teaching assistant) available to help. (If the T.A. does grading, see the T.A. too)!

The above are possible questions or issues to discuss with your instructor. Choose the ones that are relevant to you. You may also have other questions or concerns you would like to discuss with the instructor/professor not listed above.