

Getting to Know Professors in Online Classes

- **Be an Active Participant**

- If class is live, attend class and be engaged.
 - Turn your camera on, if allowed.
 - Ask questions and participate in discussion.
- If class isn't live, participate more than the bare minimum required.
 - If you're required to respond to two discussion boards, respond to more.
 - Assist your classmates when they have questions.
- Your name will stand out if you step up as a leader in the class.

- **Be Personable**

- Reach out to your professor and introduce yourself at the start of class.
- You can contact your professor for advice. If you enjoyed a topic you learned about in class, ask for resources to explore the topic more deeply. If you have questions about their research or their career, ask.
- Stay in touch with your professor after the semester ends. Try to take more than one class with them if possible.

- **Be Proactive**

- Review course materials before class starts and become a self-directed learner.
 - Read the text book, go over the posted slides, prepare questions ahead of time.
- Attend office hours.
- Email the professor with thoughtful questions.
 - Don't just ask them to reteach you the material.
 - Go through any course materials, textbooks, lecture slides, videos, or notes you might have that are related to the concept you're struggling with. Outline your question as specifically as you can and ask direct questions. It doesn't hurt to also mention the places you've already looked for help.

- **Be Professional**

- Pose questions in a timely manner, leaving time for the professor to respond.
 - Do not leave your questions (or study sessions) for the last minute, especially if you're contacting your instructor via email. There's no guarantee that they'll see your message right away and it might take a day or two to get back to you.
- Be courteous and kind in all your interactions and use appropriate email etiquette when contacting your professor.