Communicating with Your Instructors

In order to be successful in your courses, you will need to communicate well. Reach out to your instructors or classmates via email or discussion forums when you have questions.

Strategies for Communicating with Your Instructors:

- **Be Prompt:** If you are uncertain about an assignment, or an aspect of the online learning process, contact the instructor before the assignment is due.

- **Be Specific:** Ask for clarification if you do not understand an assignment or feedback. Make your questions specific so the instructor can offer you a specific response.

- **Be Open:** To accepting feedback, recommendations, and corrections, and to remaining teachable in a new environment.

- **Be Responsible:** Your Blackboard course sites contain information about your courses and assignments. Be sure to spend time reviewing that information—you might find the answer you’re looking for before you email your instructor!

- **Be Courteous:** Use a polite, professional tone in your communications with faculty, staff, and your fellow students.

How do I email my instructors?

You should email your instructors from your ICC student email account, or from Blackboard. [Click here for our Guide to Using ICC Student Email.]

What format should my email take?

Your email should include:

1. A subject line.
2. A salutation that identifies the instructor by name. This is courteous and it lets your instructor know the email was sent to the right person.
3. Full sentences, with standard capitalization and punctuation (in other words, it shouldn’t look like a text message!).
4. A closing that includes YOUR name. You might also consider indicating the class you are enrolled in.

Here is a sample:

*Subject: History 110 Essay*

*Professor Hunt,*

*The Civil War essay guidelines note that the minimum word count is 1,000 words. Does that include the bibliography page, or just the essay itself?*

*Thanks,*

*Stu Dent, History 110 TuTh 11:00am*