**Professors As a Resource**

**Benefits of a Professional Relationship with a Professor:**

* The more you get to know your professor the more they will notice you in class
* They naturally will be more willing to assist you when you ask for help
* Professors often know a lot about their industry and can sometimes guide you towards internships/career paths
* Professors make great professional references and can help you build your network
* Professors notice your effort and it might make the difference between a B+ and an A-

**How to Contact Your Professor:**

* **Talk to them after your class** has finished to speak with them in a 1:1 setting.

*“I’ve got a quick question for you about what you were saying earlier. You were explaining the difference between conflict and social interaction theory, but I’m still confused. Could you go over that with me one more time?”*

* **Visit them during their office hours**. All professors must have a time set aside each week where students can meet with them to talk and ask class related questions. Usually this is in-person in their campus office, but occasionally this will be in their private Zoom meeting room. The specific time and location of each professor’s office hours will be listed in their class syllabus.

*“Hey Professor! I appreciate the fact that we can finally get to know each other a little bit better in a 1 on 1 setting. I have a few questions about our midterm project. Do you think you can help clear things up a bit?”*

* **Email your professor** with any comments, questions, or concerns about the class. Their email address should be included in the syllabus and you can always look up the professor using the UNO directory through the main UNO website.

*“Hi Professor Smith,*

*My name is \_\_\_\_\_\_, NUID 12345678, from your 10am Public Speaking course on MWF. I will not be able to attend our Friday class (10/21/2021) due to a doctor’s appointment. I saw that we will be going over Chapter 9-11, but is there any other work I’ll need to make up or read up on?*

*Thank you for your understanding”*

(Be sure to include your student NUID number and your student email that you can be reach you at. Also, please keep in mind that not all professors will check their email daily so you will want to wait 2-3 business days before following up.)

* **Call the professor’s listed work phone number**. This can be found either in the class syllabus or by looking up the professor using the UNO directory through the main UNO website.

*“Hi Professor Doe,*

*My name is \_\_\_\_\_\_, and I’m in your 8:30am English Comp. 1 course on Tuesdays and Thursday. I’m calling because I’m a little confused by what assignments are due next week. Could you please clarify that for me?*

*Thanks!”*

(If you have to leave a phone message be sure to include your student NUID number and a good number they can reach you at. Also, please keep in mind that not all professors will check their voicemail daily so you will want to wait 2-3 business days before following up.)