



## Meeting Etiquette Tips and Suggestions

You've already contacted your instructor and now you've scheduled a time to meet with them. Or, you're planning to meet with a non-faculty staff member, i.e. an advisor, counselor, etc. How do you act? What do you say? We know that meeting with an instructor or staff member can be a bit intimidating. But no worries, your STAR coaches are here to help. Here are a few tips that will help your meeting run smoothly. You'll probably leave a good impression, too!

### Before the Meeting

- **Make sure you make an appointment.** Try to avoid rushing up to the instructor after class, unless they specify that they'll be available immediately after class. If you're meeting with a non-faculty staff member, contact them by phone or email to inquire about making an appointment.
- **Determine your purpose for the meeting.** Be clear about why you want to meet with them. Do you want to discuss a recent test? Do you need help with an upcoming essay? Maybe you're interested in asking them to serve as a reference for a job or would like them to write a letter of recommendation.

**Side note: if you are planning to meet with your instructor to discuss a low grade received on an exam/assignment, we suggest that you wait 24-hours before contacting them. This will allow you to "cool off" and avoid saying something that you may later regret.**

- **Prepare for the meeting!** Gather all the materials you'll need to bring to the meeting, i.e. pen and paper, assignments, textbook, etc.
- **Locate the instructor/staff member's office beforehand or head to the meeting early if you are unsure where their office is located.** This will help you to avoid being late.
- **If you need to cancel or reschedule the meeting, contact them ASAP!** Only miss or cancel the meeting if there is an emergency.

### Office Etiquette

- **Show up on time!** Time is valuable. By not showing up on time, you are suggesting that meeting with them is not a priority.
- **Bring what you need to the appointment.** If you would like to go over a test or assignment, bring it to the appointment. Bring your textbook if necessary. Bring a paper and pen to write down notes.
- **Always knock before you enter their office!** Even if the door is open.
- **If your instructor or staff member is working on something when you enter, wait until they're finished** before speaking.

Judi McIntyre. Shepherd University. "Academic Etiquette."

[http://www.shepherd.edu/ctl/firstyearexperience/academic\\_etiquette.docx](http://www.shepherd.edu/ctl/firstyearexperience/academic_etiquette.docx)

Mark J. Felsheim, Ph.D. Milwaukee Area Technical College. "How to Communicate and Problem Solve with Your Instructor."

[https://www.matc.edu/advisory\\_committee/upload/How-to-Communicate-with-your-instructor.pdf](https://www.matc.edu/advisory_committee/upload/How-to-Communicate-with-your-instructor.pdf)

Brent E. Sasley. University of Texas at Arlington. "DOs and DON'Ts of Interacting with Your Professor."

<http://brentsasley.blogspot.com/2013/09/dos-and-donts-of-interacting-with-your.html>



## Office Etiquette cont'd...

- **Introduce yourself when you arrive!** Tell them your name. Don't assume that they know your name. Instructors and staff members interact with dozens of students weekly.
- **State the purpose for your meeting and be specific about what you need from them!** For example, don't say "I don't get how to do problem #5." Explain exactly what about the problem you don't understand. Tell them what you've tried.
- **Take notes during the meeting!** It's unlikely that you'll remember everything that was discussed. Write down the instructor/staff member's suggestions so you can reference it later.
- **Ask questions for clarification.**
- **Maintain a professional tone.** Never raise your voice or speak out of anger. Don't speak over them or cut them off while they are speaking.
- **Be cooperative.** Offer your own input and work with them to reach a solution. Don't assume that they HAVE to solve the problem for you.
- **Accept responsibility!** If you missed an assignment, own up to it. **Never lie about it.**
- **Never use your phone during your meeting!** Place your ringer on silent before you enter their office.
- At the end of your meeting, **thank them for their time!**

## After the Meeting

- **Reflect on the meeting.** Ask yourself if you've gotten the information that you needed.
- **Remember the instructor/staff member's office hours** should you need to utilize them again in the future.
- **Utilize what you learned during the meeting.** The meeting will have been pointless if you don't use the suggestions/advice given to you. For example, if your instructor offers specific information for completing an assignment, implement the information to ensure that you complete the assignment correctly.

**If you need help preparing for a meeting with your instructor or you have additional questions, feel free to call to speak with a STAR coach at 704-330-6754 or email [star.success@cpcc.edu](mailto:star.success@cpcc.edu). Check out the rest of our tip sheets on our website <http://www.cpcc.edu/star>.**

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