



## **Getting Help from Your Professors**

This document should be used as a guide. When seeking help from professors, there are several factors that have to be considered. In a professional environment such as law school, time and resources are valuable. This set of guidelines make sure that both are maximized.

1. Check the syllabus and any other class materials that have been given to you. Some answers are right in front of you (PowerPoints, supplemental documents, etc.).
2. Reread the section of the textbook that discusses the topic (if the question is substantive).
3. Ask a friend if they have the answer in their notes from class. (No need to reach out to the professor if the answer is available elsewhere (use meetings with the professor wisely).
4. Attend an ASF session to ask your question (if the timing permits).
  - a. Before going to your professor make sure you try the people who may have taken the class before. These are more informal settings that occur at specified times.
5. Attend your professor's office hours.
6. Email the professor with your question (If it doesn't require a discussion).
7. Set up a meeting with your professor (either zoom, in-person, over the phone: Check your syllabus for how professors prefer to meet).
  - a. If you do set up a meeting, show up the meeting on time.
8. If you meet with your professor and it still doesn't click, possibly set up a second meeting (No shame in this. Students do it all the time. Professors are happy to help).
9. Some professors are particular about formatting emails. This information will be critical since some professors will not respond if the emails are not formatted how they want.
  - a. This information will normally be found in the syllabus if it is needed.