

STRUGGLING TO FIGURE OUT HOW TO

TALK TO INSTRUCTORS

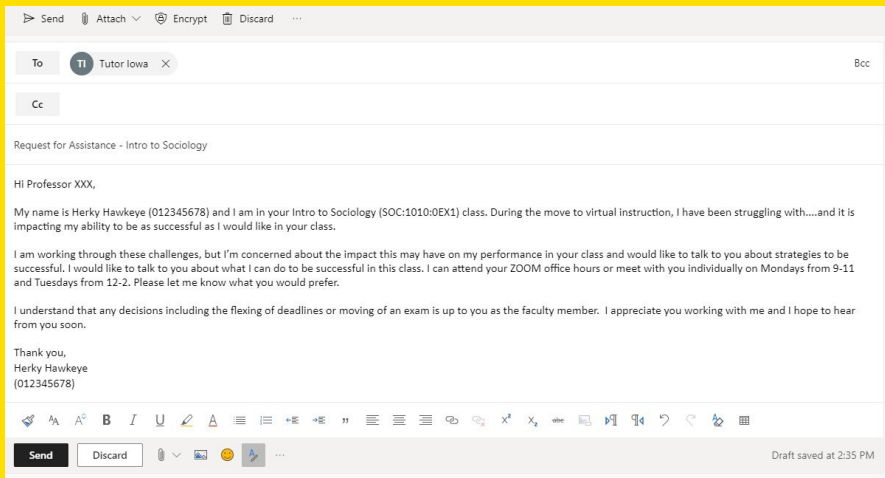
DURING VIRTUAL INSTRUCTION?

FOLLOW THESE TIPS ON HOW TO
REACH OUT TO YOUR FACULTY

Identify professor expectations. Instructors will expect that you fully participate in the course and that you remain engaged in course content. Make sure to read any additional emails, ICON posts, or syllabus changes related to the move to virtual instruction. If you feel that you are struggling with the material or managing the course load during the transition period, reach out to your professor.

Communicate with the professor. If you feel that you are struggling with material or managing the course load, reach out to your professor, and ask for support as soon as you are able.

- Make sure to include your name, university ID number, course name, and number (including the section) in the body of the email.
- Use the instructor's preferred name and title (e.g. Dr. or Professor).
- Send emails from your University of Iowa email address.
- Be honest and also thank them for their time. Try to set up a time to meet either during virtual office hours or make an appointment.



Keep your professor updated. As you continue with the course, keep your professor updated with your progress or if there are any changes to your situation.