As previous documents and resources indicated, students may not know the proper etiquette when preparing to schedule a meeting with you during your office hours. This document outlines what you might share with students in order to facilitate a productive meeting.

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**SPECIAL TOPIC: DISCUSSING GRADES**

If students are scheduling a meeting to discuss their grade or other more difficult conversations, it is important for you to outline what that process will look for them. If they are asking for a change in grade, let them know that they will need to offer evidence justifying their position. Additionally, let them know that you may choose not to make a decision right away but will make one by a certain date and time.

**EMAIL ETIQUETTE**

Share with students that any emails to you are professional communication; thus, they should research examples of professional emails.

Some tips that you might offer include:

- How they address you
- Important information to include in every email (name, course, section, purpose of email, etc.)
- Use of proper subject line, appropriate greetings, and full words and sentences

**PREPARING FOR THE MEETING**

Share with students how they should prepare for a meeting with you to include:

- Reviewing (and bringing any documents or materials that they need).
- Arriving on time
- Being prepared to discuss what is causing them difficulty and what they have done so far to address it
- What your expectation are in terms of greeting and interacting with you

**DURING THE MEETING**

Let students know that they are expected to:

- Engage with you and any resources that you offer to support their learning
- Be willing to ask follow up questions, clarifying questions, take notes of what is discussed, summarize any follow up processes.

**REFERENCES**