



Cut and paste our Guide to Email Etiquette into your syllabus to help your students improve their email skills.

# Guide to Email Etiquette

**Email Address:** You must have an active [School Name] e-mail account and access to the Internet. Please plan on checking your [School Name] email account daily for course related messages.

*All instructor correspondence will be sent to your* [School Name] *e-mail account only!*

Sending email from a non-[School Name] email may cause a delay in response time as I cannot reply directly to such emails due to privacy regulations.

**Email Tips:** Correspondence with your instructors over email should be treated the same way as you would when writing any other type of professional correspondence, such as for a job application. You want to be clear about the reason for the email and who you are.

To put together a professional email follow these simple rules:

* **Subject Line** – If you send any email to me, please reference “[Course Title and time]” in the subject line of the email so that your message does not get lost among the many email messages that I receive each day.
* **Greeting** – It is considered good form to begin any correspondence with a polite greeting such as, “Dear [Your title and name]” , for more formal requests, or “Hi/Hello[Your title and name]” for more casual requests.
* **Identify Yourself** – Any and all email messages you send to me must be signed with both your first and last name. I have many students, some with the same first name and others with the same last name. Including your name helps me know exactly who you are and helps me to respond quickly.
* **Compose Thoughtfully** – Pay attention to grammar and punctuation. Failing to take the time to proofread correspondence appears as if you do not care about the content of the message. Also, be clear in what you are asking! Writing “Can you help? I don’t understand this question.” does not provide me with enough detail to help you via email.
* **Timing** – It is unwise to send me an email message late at night when the question needs to be answered the following morning. Plan ahead! As a rule, any properly labeled and signed email message that you send to me will be responded to within a reasonable time frame.

