



# Partnering with Faculty

Njeri Pringle, Graduate Assistant

Dr. Terence Sullivan, Assistant Director

Academic Support Center

Welcome: Please mute your mic and videos, raise your hands once you have signed in



# Overview

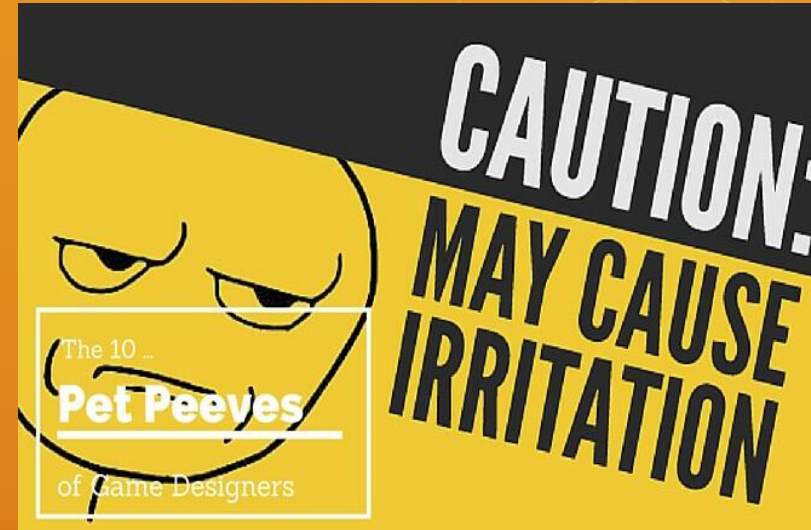
- Partnering with Faculty
  - Making your faculty your ally and not your enemy
    - Faculty Pet Peeves
    - Communication
      - Face to Face
      - Phone
      - Written
    - Student Concerns
  - Developing a New Support Network
    - Engagement
    - Campus Life Involvement

# Partnering with Faculty

- How can you make your faculty member your ally and not your enemy?
  - Ally Behaviors
  - Enemy Behaviors
  
- 1. Is it ever too early to see your professor?
- 2. Is there a time when it will be too late to see your professor?

# Faculty Pet Peeves

- Lack of ownership
- Lack of transparency
- Inadequate work ethic
- Unrealistic expectations of grades based upon low work ethic
- Not reading the syllabus
- Not using them as a resource
- Not using other campus resources
- Failure to plan and thus trying to make your failure to plan “their” emergency




# Communication – Face to Face



How many of the pet peeves are mentioned in this video?

# Listening Quiz

Please take a few moment and take the listening quiz, as listening is a key component of communication.



**Most people do not listen with the intent to understand; they listen with the intent to reply.**

Quote: Stephen R. Covey / Imam: Murr Wathian

# Communication Exercise

- Describe additional benefits for interacting with your instructor beyond the value for that particular course.
- List guidelines for successfully communicating individually with an instructor, such as doing so during office hours.
- Write e-mail messages to instructors and others that are polite, professional, and effective.
- Know how to graciously resolve a problem, such as a grade dispute, with an instructor.
- Understand the value of having a mentor and how interactions with instructors, your academic advisor, and others may lead to a mentoring relationship.
- Explain what is needed to succeed in an online course and how to interact with an online instructor.



# Communication Style Quiz

Please take a few minutes and complete the communication style quiz to ascertain your preferred face to face communication style preference.



# Communication – Face to Face (Office Hours)



# Communication – Phone

- Students are often anxious about speaking on the phone
  - More comfortable with e-communication such as email, text, etc.
- Do's for calling your instructors
  - Introduce yourself
  - Be concise and brief
  - Be aware of speed, volume and tone of your voice. You have no visual cues to assist you on a phone call.
  - If you are nervous, practice what you will say before you make the call.
  - If leaving a voicemail, be sure to clearly state your return phone number.
- Don't's for calling your instructors
  - Use sarcasm or anger
  - Make demands of them
  - Use inappropriate language



# Written Communication

*Dear [1] Professor [2] Last-Name [3],*

*This is a line that recognizes our common humanity [4].*

*I'm in your Class Name, Section Number that meets on This Day. This is the question I have or help I need [6]. I've looked at the syllabus and at my notes from class and online and I asked someone from the class [7], and I think I have the answer [8], but I'm still not sure. This is the action I would like you to take [9].*

*Signing off with a Thank You is always a good idea [10],  
Favorite Student*

Salutations are important and use of honorific such as Dr. with the correct spelling of your professor's name (1-3)

Acknowledge them as a person not a function...how is your day? (4)

Remind your professor of who you are and your association with him or her(5)

Real reason for your email (6)

Acknowledgement of what you have read in the syllabus and ask for clarification (7 & 8)

Polite request or inquiry (9)

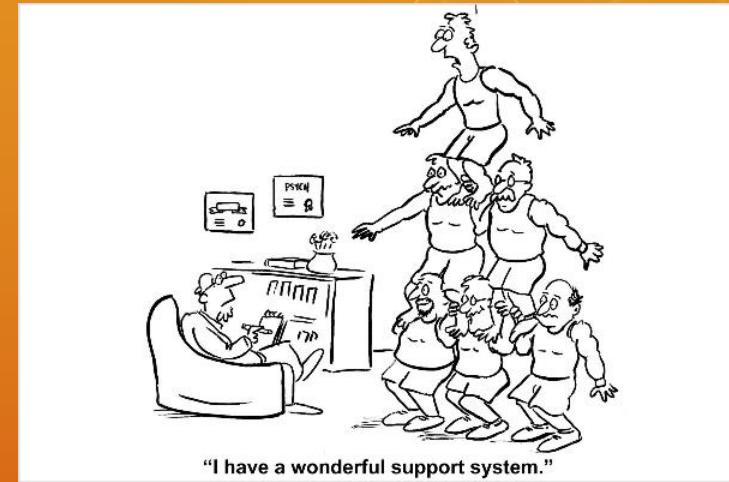
Closing and email address (10)

Accessed from:

<https://medium.com/@lportwoodstacer/how-to-email-your-professor-without-being-annoying-afcf64ae0e4087>

# Developing a support network

- Be bold about reaching out. Especially when you're just starting out, you want to meet potential mentors one on one. ...
- Host social events. ...(join RHA if you live in a residence hall so that you can host events)
- Organize informal opportunities to talk shop. ...
- Give more than you ask to receive. ...
- Make time for old friends.
- Join clubs and organizations – there are over 300 here on campus
- Go to the gym
- Get connected with organizations surrounding your faith and or belief system



# Building Support Network Case Study

You have missed several days of class, along with some quizzes, one major test, and tons of notes for the course. Who will you contact for assistance?

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- Professor
- Classmates/Class partners – it is always good to get a class partner for each class. Get their contact information within the first week of school so that I can help provide you with support, motivation, and accountability.
- Academic Support Services
- Counseling Services and other campus support services



# References & Resources

- Arizona State University (Meeting with Faculty):  
<https://youtu.be/yQq1-ujXrM>
- Communication Face to Face video:  
<https://youtu.be/WVvKnq5XT-g>
- Communication Styles Assessment:  
<https://www.uen.org/lessonplan/download/36020?lessonId=28910&segmentTypeId=2f>
- Listening Quiz:  
<https://www2.cortland.edu/dotAsset/c1a635f6-a099-4ede-8f15-79b86e315088.pdf>
- Written communication:  
<https://medium.com/@lportwoodstacer/how-to-email-your-professor-without-being-annoying-af-cf64ae0e4087>



# Thank You

Should you have any questions visit our website:

<https://www.valdosta.edu/asc/>

Feel free to give us a call at the Academic Support Center:

Phone: 229-333-7570

Email: [asc@Valdosta.edu](mailto:asc@Valdosta.edu)

Location: Odum Library

