



**ACE Your Relationships with Professors & Instructors:
Tips for Getting to Know Professionals in Your Field of Interest**

You see them every week in class—maybe you see them outside of class, too. Make sure you take the time to get to know them.

Why?

- They're experts in their field of study. They have a wealth of knowledge and experience.
- They can help answer your questions you have about a class, or about their field of study.
- They can clarify points from their lectures and presentations.
- They can offer advice about careers, graduate school, and life.
- They can write letters of recommendation for you, assuming you have taken the time to get to know them.
- They can suggest clubs, organizations, and professional groups you may want to join.
- They could serve as a mentor or help connect you to a mentor.
- They could connect you to a scholarship, internship, or work opportunity.

How?

- Introduce yourself at the end of the first class
- Read the syllabus!
- See your professor during their posted office hours
- Say "hello" when you see them on campus
- Take a genuine interest in them
- Treat them the way you would like to be treated as a professional

Avoid!

- Sending too many emails, especially if you are asking questions covered in the syllabus
- Calling a professor at home, poking them on facebook, etc.
- Treating your professor like you would a close friend—getting to know them does not mean ignoring their expertise or professionalism.