



Effective Communication Guide

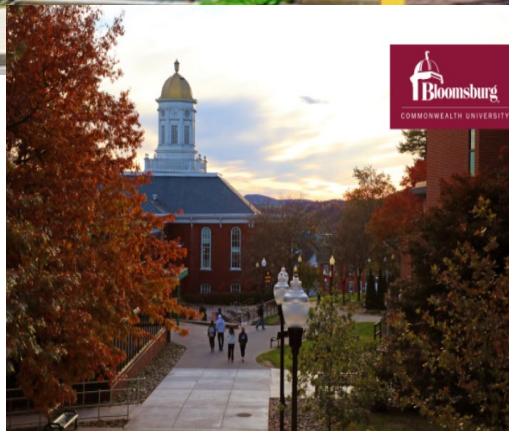
I'M STRESSED!

College can be stressful. With so many new concepts to comprehend, stress levels can go through the roof! With a little communication magic, your stress levels can shrink. This is your guide to how you can properly and effectively communicate your needs to get the most out of your college experience without that pesky stress bubble consuming you.

MIND YOUR INBOX MANNERS!

The must-do's to becoming an email expert!

Tips on QR code



I SWEAR I'M NOT PLAYING HOOKY!

What happens when you must miss class? No need to hit panic mode – learn how to keep calm and carry on with class.

Tips on QR code



SYLLABUS YOU SAY?

Suggestions on what to focus on when you get your syllabus

Tips on QR code



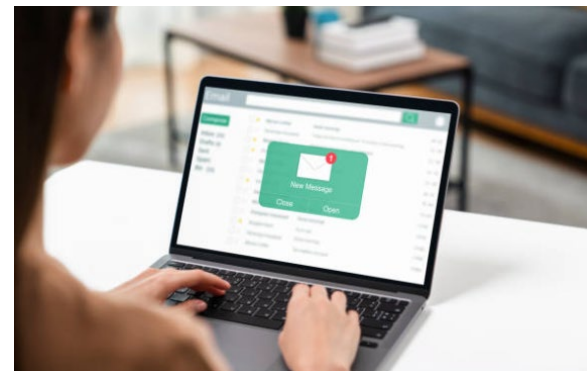


COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

EMAIL ETIQUETTE

What's that?

- **Email subjects** – The subject is one of the first things a professor may see when opening emails. Having a properly worded and to the point subject can make it easy to ID what emails are all about. Include key details in the subject like “Schedule office hour visit” or “Request for help [Assignment Name]”.
- **Plan ahead** – Ask your professor about their typical email response times before sending a message. “Do you have a typical time you look at emails each day or a time you stop checking emails?” Knowing when you should email a professor to get a timely response will help keep you from wondering.
- **Introduction & Signature** – Ensure to properly greet your professor such as “Good Morning Dr. [Professor’s last name]. Have a salutation at the end/signature so your faculty knows who you are, while presenting yourself professionally. Such as “Thank you for your time, [Your first and last name]. There should be no jokes, mottos, or anything inappropriate in your signature.



- I Promise
I'm Not
Ditching –
Just Have
to Take
Care of a
Personal
Matter -



You have a right to privacy!

- It's highly suggested to communicate with your professor about your absence – it's best to speak face-to-face if possible; this helps if your professor takes attendance and records participation points.
- Look at your syllabus for what your professor prefers to be done if you need to miss class. Ex: Get notes from other classmates, complete assignments listed in the syllabus for your missed day by the next class, email your professor before class starts, etc. (Remember: each professor may have a different approach).
- Ask your professor their preferred communication in the beginning of the semester to know the best way to reach them, especially if situations were to happen last minute.
- Establish a buddy you can get missed class notes from.
- Check class announcements posted to make sure you're up to date about what's going on.
- Do makeup work as soon as you're able to do so/after communicating with your professor about when they want it completed.
- Regular class attendance is key to improving your understanding of class material and ensuring course success.
- Remember, you're not obligated to share personal reasons for missing class – if any issues arise with your professor regarding this, it's perfectly reasonable to reach out to the Dean of Students for support.

Your health matters!

Commonwealth University of PA

Offices and Departments:

<https://www.commonwealthu.edu/offices-directory?page=0>

Find information across all campuses, such as the Student Health Center, Disability Services, Counseling Center, Dean of Students, etc.

Syllabus Navigation

Having that big syllabus can seem intimidating and overwhelming. Here are some tips to help navigate your syllabus and what you should look for:

- Write down important due dates: assignments, tests, appointments, etc.
- Write down the class schedule – know what topics are being discussed each day to come prepared to participate.
- Know where your professor’s office is and when their hours of availability are – take advantage of this resource when you need help in the course or want to review an exam.
- Write down your professor’s contact information.
- Find out what to do if you need to miss class/Attendance policy.
- Find who to contact for accommodations.
- Find what the required materials for the course are.
- Find the grading policy and breakdown.

