



AUBURN

Office of the Provost

Academic Support

Meeting with Professors: Tips and Tricks

Plan Ahead

- **Know Your Questions:** Write down specific questions or topics you want to discuss. This shows you've thought about the material and are prepared. Bonus tip: Try your best to find the answer to your question before you meet with your professor (look at the syllabus)!
- **Bring Necessary Materials:** Have your textbooks, notes, and any assignments or papers with you that could be useful in the discussion.

Be On Time

- **Respect Their Schedule:** Arrive on time for your appointment to show respect for your professor's time.

Be Clear and Concise

- **Stay Focused:** Clearly explain what you need help with. Avoid long, unrelated tangents.
- **Be Honest:** If you're struggling with the material, say so. Professors appreciate honesty and are there to help.

Listen Actively

- **Take Notes:** Write down key points during your conversation. This will help you remember what was discussed and show that you value their advice.
- **Be Honest:** If you're struggling even after asking your questions, share this with the professor.

Follow Up

- **Clarify if Needed:** If something isn't clear, don't be afraid to ask for further explanation.
- **Implement Feedback:** Show that you are taking their advice seriously by incorporating it into your work.

