



Professor Communication Checklist		Yes	No
✓	Have I introduced myself to my professor?		
✓	Do I know how to contact my instructors if I have any questions?		
✓	Do I know where to find the syllabus for the classes I am in?		
✓	Have I set up notifications in Canvas so I know what is going on in my classes?		
✓	Before I send an email to a professor, do I proofread it?		
✓	If I have a problem, do I think of my own solutions and present them in my request for help?		
✓	Am I willing to reach out again if I have not heard back from a professor? Possibly through different means of communication?		
✓	I commit to being clear, specific, and respectful in my communications with faculty.		

If you have marked “no” to any of these, that is a good place to start making a positive change. What is one thing you want to focus on to be “Communication Ready”?

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Classmate Communication Checklist		Yes	No
✓	Do I know how to connect with my classmates in each of my classes?		
✓	Have I made at least one connection with a classmate in each of my classes?		
✓	Can I identify what students are engaged in class?		
✓	Do I know how to set up a study group in person or on a conferencing program?		
✓	Can I identify what role in a group I would be most comfortable with?		
✓	Do I have time in my schedule that I could reserve to meet with classmates?		
✓	Can I think of ways I can contribute to a study group?		
✓	Have I thought of the benefits of working with groups in my classes?		

If you have marked “no” to any of these, that is a good place to start making a positive change. What is one thing you want to focus on to “Communicate with Classmates”?

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