

## **Communicating with your Instructors**

As a part of using accommodations you are required to meet with each of your instructor's individually to discuss your accommodations. Here are some tips for how to start a conversation or schedule a meeting with your instructors to discuss accommodations or needs.

### **E-MAIL TEMPLATE:**

Dear [insert Professor's title and last name i.e. Prof. Jones, Dr. Smith],

My name is [insert your full name], and I'm in your [insert your class name and CRN] class I am contacting you to set up a meeting to discuss the accommodation letter recently sent to you from CAR. I plan to stop in to your office hours after class on [insert day, i.e. Wednesday].

Thanks,

[insert your name]

### **IN PERSON:**

"Hi, my name is [insert your full name], and I'm in your [insert your class name and CRN] class. CAR sent you my letter of accommodation, and I'd like to discuss my accommodations with you."

### **PREPARING FOR YOUR MEETING:**

Prior to the meeting with your instructor, you may wish to prepare. Here are some tips for that:

- Think about your specific accommodations so that you are prepared to express your needs. Try answering the following questions: What are my accommodations? How do I use my accommodations in the classroom? What are some problems I've run into using accommodations in the past?
- Review your accommodation list ahead of time.
- Practice writing out what you might want to say.
- Practice the conversation with someone.

## **REQUESTING EXTRA HELP FROM AN INSTRUCTOR**

### **E-MAIL TEMPLATE**

Dear [insert Professor's title and last name i.e. Prof. Jones, Dr. Smith],

I am experiencing difficulties understanding and being able to complete the assignment for [insert your class name and number] that is due on [insert date]. Would it be possible to meet with you during your office hours on [insert date] so that I can receive some additional help?

In the meantime, are there other resources you could recommend that might help me understand the material better?

Thanks,

[insert your name]

### **Frequently Asked Questions about communicating with Instructors:**

Q: What should I do if I am unable to meet during my instructor's office hours?

A: Approach your instructor before or after class or email them. Let them know you are unable to meet during office hours. Provide some other times that you are available and ask what works for them.

Q: What should I do if my instructor isn't available during office hours?

A: Approach your instructor before or after class or email them. Let them know you have been trying to meet with them during their office hours, but they have not been available. Ask them if there is another time they could meet.

Q: What should I do if I feel nervous about talking to my instructor?

A: Talk to your Accommodation Specialist or CAR Counselor about this. They may be able to coach you on strategies for approaching your instructor or even role play a conversation starter with you.

Q: What should I do if my instructor says they have not received my letter of accommodations?

A: Talk to your Accommodation Specialist and let them know. They are able to resend this or help the instructor find the letter.

To request this information in an alternate format, please contact the Center for Accessible Resources at (541) 463-5150 or [accessibleresources@lanecc.edu](mailto:accessibleresources@lanecc.edu)

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