



# Tips on Maximizing Communication with Your Adviser



*Always communicate via your Penn State student email account.*

Tips	Examples
<p><b>You want to set a good tone from the start.</b></p> <ul style="list-style-type: none"> <li>• Always begin your email with a salutation</li> <li>• Remain polite and respectful</li> </ul>	<p><i>"I hope you are well."</i></p> <p><i>"Good morning"</i></p> <p><i>"I hope you had a nice weekend."</i></p> <p>Email is public conversation. How you ask questions or send a request for assistance is key.</p>
<p><b>Be clear and concise.</b></p> <ul style="list-style-type: none"> <li>• Use a descriptive subject line and update it as the topic changes</li> <li>• State any solutions or efforts that you have tried to address the issue</li> <li>• Ask directly for the assistance you are looking for</li> <li>• Reach out to your adviser as soon as you are experiencing difficulties</li> </ul>	<p><b>Transfer credit question</b></p> <p><i>"I have a question about my pending credits. Could we find a time to schedule an appointment and review them?"</i></p> <p><b>Course difficulty—ABC 101</b></p> <p><i>"I am struggling with my ABC 101 class and would like to schedule a time to discuss options with you."</i></p> <p><b>Spring scheduling assistance</b></p> <p><i>"Could you please review my course selections to see if they are appropriate?"</i></p>
<p><b>Never respond to an email when you are angry.</b></p> <ul style="list-style-type: none"> <li>• Take time to cool down</li> <li>• Never use all capitals; it can be interpreted as yelling</li> </ul>	<p>Consider if you need additional information; take the time to go back and review any previous communications with your adviser.</p>
<p><b>Once you've completed your email:</b></p> <ul style="list-style-type: none"> <li>• Edit for grammar and punctuation</li> <li>• Include a student signature with your 9-digit Penn State ID number</li> <li>• Provide adequate time for a response</li> </ul>	<p>Anita Help</p> <p>PSU ID#: 999999999</p> <p>(T) 012-345-6789</p>