How	
  to	
  Approach	
  a	
  Faculty	
  Member
	

	
  	

We’ve	
  all	
  heard	
  it	
  a	
  million	
  times:	
  “It’s	
  not	
  about	
  what	
  you	
  said,	
  it’s	
  about	
  how	
  you	
  said	
  it!”	
  	
  When	
  it	

comes	
  to	
  contacting	
  faculty	
  members	
  about	
  your	
  desire	
  to	
  get	
  started	
  on	
  a	
  research	
  project,	
  this	

statement	
  couldn’t	
  be	
  truer.	
  	
  Sometimes,	
  the	
  “etiquette”	
  for	
  contacting	
  an	
  expert	
  in	
  your	
  field	
  can	
  be	

mystifying…	
  and	
  sometimes,	
  the	
  whole	
  prospect	
  is	
  downright	
  intimidating.	
  	
  Here	
  are	
  some	
  tips	
  from	
  the	

URO	
  to	
  ease	
  the	
  pressure	
  !"#	
  increase	
  the	
  chances	
  that	
  you	
  get	
  the	
  kind	
  of	
  response	
  you’re	
  hoping	
  for.
	

	

	

The	
  Do’s	
  and	
  Don’ts	
  of	
  Contacting	
  Professors	
  About	
  Research

Make	
  it	
  easy	
  to	
  set	
  up	
  a	
  meeting.	
  	
  	
  We	
  suggest	
  that	
  you	
  close	
  your	
  email	
  by	
  saying	
  “I	
  am	
  available	
  on	

such-‐and-‐such	
  days	
  of	
  the	
  week	
  at	
  such-‐and-‐such	
  times.”	
  	
  Then,