

# Talking to my Professors

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## Ideas for your meeting

If you have decided to share your accommodations letter with your professors, fill in the following information to help brainstorm ways to talk with them. Be sure to find out the correct title of the person. If he or she is a “professor” the person will have a doctoral degree and should be address as Dr. [insert last name]. If the person is an instructor, and does not have a doctoral degree, they may be addressed as Mr/Mrs/Ms depending on the situation. Feel free to modify this to fit your situation.

## How to approach your professor/instructor

It is a good idea to talk with your professors the first week of class about your accommodations. It is also recommended that you set up an appointment with your instructor to talk about your accommodations. You can take one of the following approaches:

1. Ask your E-mail your professor/instructor to set up the appointment.
2. Go to your professor/instructor during their posted office hours (usually listed on the syllabus).
3. Ask your professor/instructor right after class if he/she could set up an appointment with you.

### Keep this information for reference

(If you are planning to fill this worksheet out electronically, double click on the line to fill in the break.)

Course name and number: \_\_\_\_\_

Professor name: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Office hours: \_\_\_\_\_

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## Directions

Fill in the blanks with your information. Read through the completed script out loud. Next, practice saying the script without reading. Finally, practice in front of a mirror, with a friend or parent, or you can even videotape yourself to review later. Now you are ready to talk with your professors/instructors!

## Introduction

*"Hi Professor/Dr./Mr./Mrs./Ms \_\_\_\_\_, my name is \_\_\_\_\_ and I'm in your \_\_\_\_\_ class. Thank you for meeting with me today."*

## Accommodations letter

*"I want to give you my accommodations letter, which explains the accommodations that I will need for your class. I am strong in \_\_\_\_\_ (fill in with one or two academic skills or abilities that come easy for you) but the accommodations really help me to \_\_\_\_\_ (identify one of your learning challenges). As you can see by my letter, I'm a registered student with a disability and the disability support services office authorized the following accommodations for me in your class":*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Remember to discuss with your professor any specifics about how to work with the accommodations in his or her class. Clarify responsibilities. For example, some professors may want reminders from you about your accommodation needs one week before a test, or if you need a note taker, determine how you will get the notes after each class (handwritten using carbon paper, by e-mail electronically or printed out at the next class).

## Closing

*"Thank you for meeting with me and working with me to provide my accommodations. I am looking forward to your course."*