9 Tips on Emailing Me

These guidelines are for my current students only; not intended for external contacts or alumni.

1. The first and the most important point.
   Write a clear subject line expressing what your email is about. Do not hit the reply button from some previous email I sent without first changing the subject line that expresses the purpose of the email. If I see an old subject line I will most likely delete the email as issues already dealt with.

2. The sender name should show your name, as it appears in the class roster. I give highest priority to emails from students, when I can recognize the sender names. Emails from strangers often go to junk mail or receive delayed response.

3. Always send your emails to shan@csun.edu, not to the special emails I set up for assignment submission (such as: prof484@xxx.com, or professorshan@xxx.com) I do not monitor those mailboxes except for assignment submission.

4. Your emails provide a glimpse of your professional communication capabilities. Therefore, use correct grammar, proper punctuation, and appropriate capitalization. Write complete sentences and words, an email is not a text message, and always do a spell-check before sending.

5. Establish the context and ask a question, or make a comment; please do not write rambling text that does not go anywhere.

6. As my current student, your emails receive my highest priority, please do not abuse this privilege by sending frivolous emails or asking for information you can easily get from Moodle, fellow students, or a web search. I detest invitations to join Facebook, Twitter, or Linkedin.
7. I often use a class email account to send emails to all students in class. You can reply to this class email account, but only from your @my.csun.edu account. Replies sent from other email accounts will be lost. Also, replies to this account will go to all students in class.

8. I can answer brief and to-the-point questions on coursework related issues; my response will be sent to all students in class.

9. I cannot run a tutorial by email, nor go over class material you missed. Please ask a friend to cover for your absences.

There are many suggestions in the web on “How to email your professor”, some good, some not. One amusing site is at http://tinyurl.com/9-emailing-tips