

T. Scott Smith Consulting

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Communicating with Professors Professionally

Educational Brochure for Students and Parents

Overview

Effective communication with professors is a critical skill for college success. College faculty expects students to communicate directly, professionally, and proactively regarding coursework, questions, and approved accommodations. For students with autism, understanding these expectations can reduce anxiety and prevent misunderstandings.

Parents can support this process by helping students prepare for communication while encouraging independence. Developing professional communication skills in college also prepares students for workplace expectations after graduation.

Key Expectations for Communicating with Professors

- Students are responsible for communicating directly with professors
- Emails and conversations should be professional and respectful
- Questions should be specific and clear
- Communication should occur early, not after problems escalate
- Office hours are an appropriate and encouraged form of communication

Communication Checklist

- ✓ Use a professional email greeting and closing
- ✓ Include the course name and section in emails
- ✓ Clearly explain the question or concern
- ✓ Allow reasonable time for a response
- ✓ Follow up respectfully if clarification is needed

Recommendations for Students and Parents

Students are encouraged to practice communication skills in low-pressure situations to build confidence. Parents can assist by reviewing draft emails or role-playing conversations without communicating on the student's behalf. Clear, respectful communication supports academic success and models professional behavior expected in employment settings.

For More Information

For individualized guidance, transition planning, or vocational rehabilitation services related to college students with autism, please contact:

Dr. T. Scott Smith

Vocational Rehabilitation Counselor

collegeandautism.com

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