

E-mail Etiquette

We all live in a digital world, and need to know how to operate in this new medium. Hence, there is a form of etiquette one should observe in sending or receiving an e-mail. I teach, on average, four to six courses each semester. That means that I have approximately 200+ students each semester. As a course of practice, I print every e-mail that I receive so that I have a paper copy. In order to file these, I would appreciate it if you were to include the following information in the subject line of the e-mail.

Class and section, and time of the course. E.g.: PHI 238 @ 8:00 a.m.

Having that information in the subject line of the e-mail enables me and my office assistant to quickly keep these filed in the appropriate folder.

Also, since all of the e-mail I receive is made part of the official class file, please understand that I may not be the only person reviewing what has been written in these transmissions. So, if you are needing my assistance, or are a bit frustrated, keep in mind that these e-mails form a paper trail that will be part of the permanent record of the class.

One other element that ought to be in each e-mail is your full name. Think of this as your signature line for the mail. As one would sign a letter, so one should also include your name at the end of an e-mail. Not all e-mail providers provide the name of the sender in addition to the e-mail address. So, having this in the body of the e-mail also helps associate your transmission to the appropriate paper file.