How to Speak with faculty:

**Date:** Sooner rather than Later

**Time:** Office Hours or Appointment

**Where:** Faculty office location and office hours should be on the course Syllabus or MyGateway

**How:** When you Speak with your instructor make sure to use statements which reflect your ways of thinking, feeling and your observations.

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Use “I” messages:
- “I think...”
- “I believe...”
- “I feel...”

Avoid Using “You” messages:
- “You think...”
- “In class you...”
- “You believe...”

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YOU CAN DO IT!