**Script you can use to email to instructors or write to them: modify for your purposes:**

Dear Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

Hello, Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am part of a two-person team of students in a Reading 91 class taught by Professor Kathy Harrigan. My partner’s name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We are working on a project called “Instructor Interview” and our assignment requires that we find a course that interests us and then interview the professor who teaches it. We want to know about course content and instructor expectations. We are also required to attend one session of the class and then report back to our classmates to share what we have learned.

After looking at programs and classes for this quarter, we agree that we would like to interview you (for a half hour or less), if it is convenient. We hope you are available in the next few days and that you will also allow us to observe one session of your \_\_\_\_\_\_\_\_\_\_\_\_class at \_\_\_\_\_(time) that you teach \_\_\_\_\_\_\_\_\_\_\_\_(days).

Since we have a deadline next week for this assignment, we ask you to let us know if our visiting with you and viewing your class is agreeable to you. Our contact information follows our names; you can contact either of us to reply and perhaps let us know what times you have available to meet.

Thank you,

\_\_\_\_(Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ph: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_(Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ph: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone message prompt you can use to contact instructors/leave a message:**

Hello, Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am part of a two-person team of students in the ABE Transition course taught by Professor Kathy Harrigan. My partner’s name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We are working on a project called “Instructor Interview” and our assignment requires that we find a course that interests us and then interview the professor who teaches it. We want to know about course content, instructor expectations, and reading and writing requirements. We are also required to attend one session of the class and then report back to our classmates to share what we have learned.

After looking at programs and classes for this quarter, we agree that we would like to interview you (for a half hour or less), if it is convenient. We hope you are available in the next few days and that you will also allow us to observe one session of your \_\_\_\_\_\_\_\_\_\_\_\_class.

Since we have a deadline next week for this assignment, would let us know if this will work for you or not—and perhaps suggest a time that we could meet?

My return phone number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you for your time.