

# Talking to my professors

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## Directions

If you have decided to share your accommodation letters with your professors, fill in the following information to help brainstorm ways to talk with your professors. Feel free to modify this to fit your situation.

## How to approach your professor

It is a good idea to talk with your professors the first week of class about your accommodations. It is also recommended that you set up an appointment with your instructor to talk about your accommodations. You can take one of the following approaches:

1. Ask your professor right after class if he/she could set up an appointment with you.
2. E-mail your professor to set up the appointment.
3. Go to your professor during their posted office hours (usually listed on the syllabus).

### Keep this information for reference

(If you are planning to fill this worksheet out electronically, double click on the line to fill in the break.)

Course name and number: \_\_\_\_\_

Professor name: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Office hours: \_\_\_\_\_

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## Ideas for your meeting

### Directions

Fill in the blanks with your information. Read through the completed script out loud. Next, practice saying the script without reading. Finally, practice in front of a mirror, with a friend or parent, or you can even videotape yourself to review later. Now you are ready to talk with your professors!

### Introduction

“Hi Professor \_\_\_\_\_, my name is \_\_\_\_\_ and I’m in your \_\_\_\_\_ class. Thank you for meeting with me today.”

### Accommodation letter

“I want to give you my accommodation letter, which explains the accommodations that I will need for your class. I am strong in \_\_\_\_\_ (fill in with one or two academic skills or abilities that come easy for you) but the accommodations really help me to \_\_\_\_\_ (identify one of your learning challenges). As you can see by my letter, I’m a registered student with a disability and the disability support services office authorized the following accommodations for your class”:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Remember to discuss with your professor any specifics about how to work with the accommodations in his or her class. Clarify responsibilities. For example, some professors may want reminders from you about your accommodation needs one week before a test, or if you need a note taker, determine how you will get the notes after each class (handwritten using carbon paper, by e-mail electronically or printed out at the next class).

### Closing

“Thank you for meeting with me and working with me to provide my accommodations. I am looking forward to your course.”

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## Possible scenarios

1. If your professor asks you what your disability is, it is your choice as to how much information you want to share. If you do not want to state your specific disability, one option is to describe some of your learning challenges and how the accommodations will help. For example, you might say “I will need extended time on tests because it takes me longer to read the information and process it.”
2. Your professor may believe he/she cannot provide the specific accommodations on your letter. It’s important that the disability support services office is notified that the professor is unclear about providing your accommodations. One option is to explain to the professor that “these are the accommodations that are approved by the university and if you need more information about the accommodations, I can have the disability support services coordinator contact you to discuss this with you or you can contact them at \_\_\_\_\_(provide phone number).”