



Writing a “How to Contact Me” Statement for Your Course

This handout provides a step-by-step guide for writing a “How to Contact Me” statement to include in your course syllabus or LMS. Feel free to adapt the suggestions to fit your needs and teaching style.

Step by step

Step 1: Answer the following questions to clarify your own boundaries and preferences.

- What is your preferred method of contact (e.g., email, LMS messaging, office hours)?
- How quickly do you typically respond to messages?
- Are there days/times you do not check messages?
- Do you want students to include specific information in their messages (e.g., course name, section)?
- What kinds of questions are best for office hours vs. email?
- Do you allow texting or phone calls? If so, under what circumstances?

Step 2: Choose Your Tone

Your tone can help shape classroom culture. Choose one that aligns with your teaching style.

- Formal and professional?
- Friendly and approachable?
- Encouraging and supportive?

Step 3: Use the sentence starters below to begin writing your “How to Contact Me” statement. Feel free to revise or combine them to suit your tone and preferences.

“You can reach me by [email/LMS/etc.] at [your contact info]. I typically respond within [timeframe], except on [days/times]. Please include [specific info] in your message so I can help you efficiently.

My office hours are [days/times/location or virtual link]. If you need to meet outside of those times, [explain policy]. I encourage you to reach out if [examples of when to contact you].”

Step 4: Exchange drafts with a colleague and give feedback using these questions:

- Is the contact method clear?
- Are expectations about response time and availability realistic and student-friendly?
- Does the tone match the instructor’s teaching style?
- Is anything missing or ambiguous?

Step 5: Polish your statement and format it for your syllabus. Consider using bold or bullet points for clarity.

Let’s see some examples

Professional and Clear

How to Contact Me

You can reach me via email at myemail@psu.edu. I typically respond within 24 hours on weekdays. Please include your full name and course section in the subject line. Office hours are held Tuesdays and Thursdays

from 2-4 PM in My Building Room 214 or by appointment. For urgent matters, please visit during office hours.

Friendly and Supportive

Let's Stay in Touch!

I'm here to help you succeed. Email is the best way to reach me: myemail@psu.edu. I usually reply within a day but give me a little extra time on weekends. My office hours are Wednesdays from 10 AM-12 PM (Zoom link in LMS). Don't hesitate to reach out if you're stuck, confused, or just want to chat about the course.

Casual and Approachable

Reach Out Anytime

Got questions? Email me at myemail@psu.edu. I check messages most weekdays and aim to reply within 48 hours. Office hours are Monday afternoons in the library café—no appointment needed. If you're emailing, include the course name so I know where you're coming from. I'm happy to help with anything course-related.

Boundaried and Transparent

Contact Guidelines

I welcome your questions and feedback. Please email me at myemail@psu.edu and allow up to 48 hours for a response. I do not check emails on weekends or holidays. Office hours are Tuesdays 1-3 PM via Zoom (link posted in LMS). For grade-related concerns, please schedule a meeting rather than emailing.

Encouraging and Inclusive

Let's Connect!

I want you to feel supported throughout this course. You can email me at myemail@psu.edu or message me through the LMS. I respond within 24-36 hours. My office hours are Thursdays from 3-5 PM in My Building Room 302 and open to all. Whether you have a question, need clarification, or just want to talk through an idea—reach out!

** This handout was developed with the assistance of Microsoft Copilot to enhance clarity and usability.*