

Guidelines for Communicating with Instructors

1. Communicating with your instructors early in the semester offers you information to better manage your semester. Once you receive your accommodations memo from the Student Accessibility Coordinator via email, you can save it and then forward a copy to each instructor you feel you want to receive it.

Note: Accommodations are not retroactive; therefore, the sooner you share your memo and make arrangements the better. It is also the case that, if you don't provide adequate time to arrange accommodations, you will not receive them.

2. Here are two possible ways to set context in an email to each instructor:
 - a. Hello, my name is xxxxxxxx, and I am a student in your xxxxxxxx class. I have attached my accommodations memo from Colleen Barnett, Alverno's Student Accessibility Coordinator, to this email. I would like to meet with you to discuss specific arrangements in your course. I am available xxxxxxxx. Please choose a time that works for you and get back to me. I can meet via Zoom or in person. Thank you!
Your name.
 - b. Hello, my name is xxxxxxxx, and I am a student in your xxxxxxxx class. I have attached my accommodations request memo from Colleen Barnett, Alverno's Student Accessibility Coordinator, to this email. Based on what I understand about the course, I don't believe I will need any accommodations. If, at some point, I realize I will need something, I will contact you. Thank you, and I will see you in class.
Your name.
3. When your instructor responds, use your calendar to write in the appointment "when" and "where." Be on time for the appointment. Bring your copy of your accommodations request memo or be prepared to share it via Zoom screen.
4. During the meeting, remind the instructor of your name and the name of the course you are enrolled in. Begin conversation on a positive note. Express interest in the course activities and content. Be specific if you can.
5. Be prepared. Talk about your learning strengths as well as learning challenges. Share with the instructor any concerns you have about how those challenges will affect you in her course. (A **Preparing to meet with your instructor worksheet** has also been shared with you. The Coordinator is also available to plan strategy, role play, and even come to an appointment with you.)

Note: By law, you do not have to share your disability with the instructor unless you want to. If asked, you can say, "I understand from the Student Accessibility Coordinator that I

do not have to disclose that information. I'd like to focus on how the accommodations will be provided."

6. **Ask** questions to help you understand what kind of activities you will engage in, how you will be assessed, etc. Explain how you may be challenged by such activities.
7. Request the accommodations you feel are appropriate for the class. Ask the instructor how they will be provided (e.g., extended time and a private room for an in-class assessment – where, when?). Tell your instructor what has worked well for you in the past, but be flexible to other arrangements that might be equally effective.
8. After your conversation, follow up with the Student Accessibility Coordinator as needed. If you need support in negotiating accommodations, set up an appointment with the Coordinator. If the instructor needs information on how to provide an accommodation, suggest the instructor contact the Coordinator. Derek Blemberg can be reached at 382-6722 or derek.blemberg@alverno.edu
9. Do your best to leave the instructor with a positive impression. Agree to follow up at some point in the semester in order to give each other feedback.
10. Do follow up! Mark your calendar a week in advance of in-class assessments, for instance, to remind your instructor of your accommodations. Let the instructor know when a teaching strategy used or an accommodation provided works well for you.