How to Email Your Instructor for the First Time

Rubric based on https://medium.com/@lportwoodstacer/how-to-email-your-professor-without-being-annoying-af-cf64ae0e4087

Criteria	Disaster	Unacceptable	Adequate/Acceptable	Professional/Very Formal
#1 Salutation *How did you address me?*	"Hey", "Yo", "Dude"	No salutation	"Hi"	"Dear", "Hello"
#2 Honorific *What title did you use to refer to me?*	I misgendered you by calling you Madam or Sir, ignoring how you introduced yourself in class.	I did not use an honorific at all; I used "Mr", "Miss", "Mrs", "Sir", "Madam", ignoring your preferred title.	I used the generic title "Dr." or "Prof.", though I'm not sure what your preferred title is.	I double-checked the syllabus to confirm your preferred title (e.g., "Professor").
#3 Name *To whom did you address the email?*	I wrote someone else's name; I didn't write any name or honorific and just launched into my request	I called you by your first name without your permission; I messed up your name (e.g,. I put only half of a hyphenated name).	I wrote your last name but I made a spelling error/typo.	I spelled your preferred name correctly.
#4 Meaningless Nicety *How did you ease me into your question or problem?*	I spent several paragraphs telling you a personal story that has nothing to do with my question.	I took ten sentences to say what could have been said in one.	I immediately jumped into my question.	I started with something like: "I hope this email finds you well". [OPTIONAL]
#5 Reminder *How did you connect me to your name and face?*	I made no mention of which one of your classes I am in or how you are supposed to know me.	I gave a reference that doesn't give you much information, such as: "I was in your class on Tuesday."	I gave a concise and brief summary of how I am connected to you, such as: "I'm in your Tues/Thur morning Econ 101 class."	I gave a brief intro with a detail that might help spark your memory of who I am, such as: "I'm in your Tues/Thur morning Econ 101 class. You commented on my book on the first day of class."
#6 The real reason for your email *Why are you emailing me?*	I did not give a coherent reason for why I am sending you this email.	My explanation for why I am sending you this email is hard to follow or confusing. I gave too many excuses / details.	My explanation of why I am writing includes some good-to-know-but-not-useful information.	I gave a clear explanation of why I am writing - max 1-2 sentence. There is no superfluous information.
#7 Demonstrate you've searched for the info *What did you try before you emailed me?*	I asked a question that I could have answered by reading the syllabus / course website.	I asked a question that I could have answered by reading the course materials.	I asked a question that I could have answered by asking a classmate.	I clearly listed the steps I took to try to answer my question before emailing you.
#8 Try to make a guess *What else did you try before you emailed me?*	I shared how I tried to answer my question but you can tell I made it up and didn't actually check the syllabus.	I provided entirely too much information about how I tried to answer the question / I didn't attempt to answer it.	I didn't attempt to answer my own question but I explained why, such as "I wasn't sure where to start."	I attempted to answer my own question in my email and explained that I'm writing to confirm my answer is correct.
#9 State your request very politely *What would you like me to do?*	My tone is angry or I threatened you. It sounds like I am saying you owe me an answer. I asked you to respond ASAP.	I'm so polite and worried about imposing that I didn't actually state what I need.	I clearly stated what action I would like you to take to help me, but did not specifically thank you for your help.	I clearly stated what action I would like you to take to help me, and briefly indicated my appreciation.
#10 Sign-off *How did you end the email?*	No sign-off - I didn't write my name, or ended with something casual, e.g., "Let me know".	I just put my name.	I ended the email with something generic like "Best" and my name.	I ended the email with a "Thank you" / other expression of gratitude or nicety, and my name.