

Follow-Up Emails

In an attempt to lessen the time and work it takes to have face to face meetings with each second-year resident, we have designed the following individual email interaction. It is vitally important you have an email address from each second-year resident that they regularly check. The emails are intended to continue the personal interaction that allows for student success. During the one-on-one meeting, you will discuss with the resident the challenges that face a second year student. The resident may ask you questions that you do not know the answer to. Take the time between the one-on-one meeting and the follow-up email to research the answers. Include the answers in you follow-up emails. That way, you can meet the specific needs of each individual student. **All emails must be blind copied (BCC) to you supervisor.**

Here is an example of how the follow-up email might look:

Dear (resident's name),

I am glad I had the opportunity to meet with you at the beginning of the semester to plan and prepare you for a successful academic career. During the meeting, we discussed a number of issues that you face as a second year student. I have completed my research on the questions you raised, and I believe the following information will be very helpful to you:

(Insert Information)

I hope this is the information you need. However, if not, please let me know as soon as possible, and I will continue to help you find the answers that will make your year successful.

Please feel free to stop by and talk with me anytime you like, or you can get a hold of me by calling or emailing me at (insert contact information).

Sincerely,
(RA name)

If you have any additional questions, please contact your supervisor.