INSTRUCTIONS AND EXPECTATIONS FOR PARTICIPATING STUDENTS

• When contacting alumni, let them you know you are a student in the SFU English Department and tell them a little about your interest in connecting with them.

• Always reply to alumni promptly, and give at least 24-hours notice if you need to cancel or reschedule an arranged meeting or conversation.

• Be punctual and prepared. Send a follow-up email thanking them and confirming any future visits or conversations.

• Be considerate of alumni’s time and other constraints. The availability of alumni, including professional development experiences they can share with you, or jobs they may know about, will fluctuate.

• Finally, do not send mass emails to alumni soliciting jobs or do anything that would jeopardize their participation in the Network. Each contact you make should be personal and professional.