Spring 2021 Faculty Email to Students (Template)

In the week before classes start, send your version of this email. Be sure to check for changes to your roster and forward the email to any new students through the first few days of classes.

Note: Some situations and course models might not fit neatly into the structure of this template. Adjust the language, organization and content as needed, ensuring that students understand how online meetings will work, if they are required, and course logistics. Fully online asynchronous courses may not require attendance of synchronous online meetings, although non-mandatory sessions may be offered. For synchronous courses, mandatory meetings must be held during the official times listed for the course.

SECTION I: OPENING/ THE FIRST WEEK – EXPLAIN HOW THE STUDENT CAN BEGIN COURSE

Dear Students--

Welcome to Spring 2021 Session I at LaGuardia! I am <<Professor/Name>>, and I will be your instructor for <<Course/Section>>. I am excited for us to learn together, and I am here to support you.

We will hold our first online class on <<Day/Date/Time>> using <<Platform>>. It is extremely important that you attend this session so that you can understand how this course will work in a remote learning mode. (Note: explain whether this online class is mandatory, if it will be recorded, etc.).

OR

Please access an introductory video/lesson using <<Platform>>. It is extremely important that you view this material so you understand how the course will work.

AND/OR

You will need to submit your first assignment by <<Day/Date/Time>> using <<Platform>>. (Explain assignment).

AND

You MUST <<attend the first online meeting/submit the first assignment/acknowledge this e-mail>> by <<Day/Date>> to remain enrolled in the course. If you have any questions or concerns, PLEASE contact me. If I do not hear from you by <<Day/Date>>, you will be withdrawn from the course.

SECTION II: CLASS MEETINGS – EXPLAIN IF SYNCHRONOUS OR ASYNCH/MEETING PLATFORM/SCHEDULE

**OPTION 1 – FULLY OR PARTIALLY SYNCHRONOUS**

We will hold online classes using <<Platform>> each week during the scheduled times for the course: <<List schedule>>. You should be prepared to meet online during these times.

OR

We will hold online classes using <<Platform>> on the following days/dates/times <<If you will hold synchronous sessions but will not utilize all scheduled times for the course, provide schedule of the planned

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**synchronous sessions, but keep in mind the sessions MUST be held during the official course meeting days and times.** You should be prepared to meet online during these times.

**OPTION 2 –ASYNCHRONOUS /NON-MANDATORY SESSIONS**

Although not required, we will hold optional online class meetings using <<Platform>> on the following days/dates/time: ((Note: for courses listed as fully online, any online meetings must be optional, and non-attendance cannot negatively impact the student. For synchronous courses, any meetings should be during the official course meeting time))

OR

We will not hold online class meetings, although there may be meetings that I set up for exam review or other reasons. As we progress, if I do decide to schedule an online meeting, I will let you know.

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SECTION III: COURSE LOGISTICS/PLATFORMS/MATERIALS - BRIEFLY EXPLAIN HOW THE COURSE WILL WORK

For teaching and learning, we will utilize <<List Platforms: Blackboard/MS Teams/Google Docs/Weekly Emails>> for <<List features to be used: Assignments, Exams, Powerpoints, Recordings, Discussion Boards, etc.>> ((Note: Clearly state if you will or will not utilize Blackboard, as many students are assuming this is the platform the College is using))

As part of the course, we will read/study/utilize <<List course materials and books>>, which can be accessed or purchased by <<list how students can obtain course materials>>.

((**Provide more details on course topics and logistics if needed**)) ((Example: Each week, I will e-mail you with the readings and assignments for the week. The readings and assignments for each week are posted in Blackboard.))

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SECTION IV: CLOSING

I am attaching the course syllabus for you to review. I am excited to meet you soon, and if you have any questions, do not hesitate to contact me. Please see the important information below, and I recommend you save this e-mail for future reference.

Sincerely,

Professor <<X>>

<<Provide email address>>