

Spring 2022 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, to ensure that students understand hybrid learning, how online meetings will work, if they are required, and other course logistics.

Fully online asynchronous courses must not require attendance of synchronous online meetings, although non-mandatory sessions may be offered. For synchronous courses, class meetings must be held during the official times listed for the course.

SECTION I: COURSE TYPE & THE FIRST WEEK – EXPLAIN COURSE MODALITY & HOW STUDENT CAN BEGIN

Dear Students--

Welcome to Spring 2022 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.

This is an <<1. In-person/2. Hybrid/3. Online-Synchronous/4. Online-Asynchronous>> course. We will <<1. meet only on-campus in ROOM X on DAYS.TIME/2. meet both on-campus in ROOM X on DAYS.TIME and online on PLATFORM on DAYS.TIME/3. meet only online on PLATFORM on DAYS.TIME /4. conduct the course only online on PLATFORM, and although there will be no required class meetings, you must submit work by the posted deadlines.>>

We will hold our first class on << DAY.DATE.TIME >> <<using PLATFORM (provide link or instructions)/in ROOM X on-campus>>. It is extremely important that you attend this first class.

OR

Please access an introductory video/lesson using <<PLATFORM (provide link or instructions)>>. It is extremely important that you view this material.

AND/OR

You will need to submit your first assignment by << DAY.DATE.TIME >> using <<PLATFORM (provide link or instructions)>>. ((Explain assignment)) ((use this especially for online-asynchronous courses)).

AND/OR

Please acknowledge that you've received this e-mail by <<DAY.DATE.TIME.>> by writing back to me and confirming. If I do not hear from you, it's possible that you could be dropped from the course. ((use this for online courses)).

SECTION II: COURSE LOGISTICS – EXPLAIN MORE ABOUT HOW THE COURSE WILL WORK

For class, 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 for online coursework)). You will be able to access the online course materials on <<date course will activate/go live>>.

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.)

SECTION III: CLOSING

I am attaching the course syllabus for you to review. Please confirm that you have received this e-mail and let me know if you need any further information.

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. I recommend you save this e-mail for future reference.

Sincerely,

Professor <<X>>

Important resources

1. List of campus services and contact info (www.laguardia.edu/campus-services)
2. Resources and tips (www.laguardia.edu/student-resources/)
3. Vaccination policies (<https://www.laguardia.edu/coronavirus/#vaccination-requirements>)
1. Video on MyLaGuardia Student Portal (<https://www.youtube.com/watch?v=6YACw7WldGQ>)
2. Also check out our New and Continuing Student YouTube playlists (<https://www.youtube.com/c/LaGuardiaCCollege/playlists>)