**Your Course Name / Semester**

**Example - Communication**

* **Course Mail:** We will use the Course Mail feature under Communications tab in your course to communicate with you.
  + Please note that it is MANDATORY for you to use it to communicate with us. It makes it easy for all of us to identify each of us.
  + So we request you to please refrain from using your commercial email accounts for any communication with us, your instructors or with your peers regarding this course.
    - Sometimes using commercial email accounts might send the emails to junk folder ☹
* **Availability:** We will respond to your emails and questions within 24 hours during the week and within 48 hours over the weekend. You are welcome to leave me a voice mail message, but email is a more sure and efficient way of contacting me.
* **Netiquette**: As online communication is non-verbal, any communication in this online course including initial responses and postings to discussions area should be professional. Your body language and tone will not be communicated as your peers read something that was typed and so messages can often be misinterpreted.
  + So remember to be respectful of others as you communicate in this course.
  + Avoid all forms of emoticons, abbreviations, slang and online jargon.
* **Questions:** If you have a question, first check the syllabus and the course online in D2L for the answer. If you do not find it –
  + Always remember to submit your course related questions to the 'General Course Questions' discussion area.
  + Benefit: Others might have similar questions
* **Answers / Responses:** 
  + If you know the answer for a question submitted by your peers, we strongly encourage each one of you to respond in the 'General Course Questions' discussion area instead of waiting for us, your instructors, to respond.
  + Benefit: That way we might cut the wait time for responses
* **Grades & Feedback:**
  + Expect feedback and grades 4 days after the end of the week.

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