

Suggested language for syllabus

"We all agree that: e-mail is AN official means of communication; all instructors need to decide what role e-mail communications will have in their course; they first need to decide how they will use it, how often, and whether or not they will accept assignments via e-mail. After those decisions are made (on an individual basis) they can follow the proposed policy guidelines to construct a tailor-made statement for their syllabus." – Deans of Student Development

Paragraph for minimal use of student e-mail

Student e-mail (montgomerycollege.edu) is an official means of communication for the College. It is expected that you check your student e-mail regularly and frequently, as you are responsible for information and announcements that will be sent to you from the College.

For this class, student e-mail will be used only for situations where timing is essential. Most information is discussed in class and all assignments will be turned in as hard copy during regular class times. If you contact me through e-mail, you must use your student e-mail account (rather than a yahoo account) so that I can recognize you as a student. If you e-mail me, please follow-up with a voice mail message using the following number: XXX

Paragraph for maximum use of student e-mail

Student e-mail (montgomerycollege.edu) is an official means of communications in this _____(class). Every student enrolled in this class will need to check the college e-mail regularly and frequently. You will be held responsible for information, assignments, and announcements that will be sent by the instructor.

I will check my e-mail box every _____ (what frequency?) between the hours of _____ and _____. I will respond to you within __ hours.

For this class, student e-mail will be used for: *(the following are suggestions, please list all acceptable uses for e-mail for your class. Add any other uses as you need).*

Discussions on topics related to class work or discussions

All time-sensitive communications

Reading material or assignments for the next class period

Out-of-class communication with the instructor

Giving feedback from the instructor to the student

(I prefer that assignments be) or (All assignments must be) . . . turned in (hard copy during class period on the date assigned) or:

You may turn in assignments via e-mail with the following stipulations:

Assignments must be sent by _____:00 on the date the assignment is due. You must retain proof of the time and date each assignment was sent via e-mail.