

Communication Policy

Course Name & Number

Contacting Me

The best way to contact me is via email at: **YOURNAME**@apsu.edu. You can expect a reply from me within 24 hours, Monday-Friday. You can expect a reply within 48 hours over the weekends.

Communication You Can Expect From Me

I will communicate with you several ways:

- **D2L Announcements:** Expect at least one announcement in D2L per module. It is imperative that you check D2L daily and be sure to read the announcements to stay abreast of what's going on in the class.
- **Individual Emails:** If there is an issue (such as a missing assignment) I will email you individually to check in with you. Please be sure to respond to any individual emails I send to you.
- **Grading and Feedback:** I will provide feedback and grades on assignments within one week of their due date.
- **Zoom Sessions:** (If applicable)

Communication I Expect From You

I expect you to communicate in a respectful and professional manner at all times. Please be sure to abide by [APSU's Netiquette Guidelines](#) to ensure you're meeting this expectation. You will be expected to communicate in several ways:

- **Email:** Please be sure to email me directly if you have any questions. I want you to be proactive. This helps diminish any semblance of procrastination on your part. If you have a question or are confused about something, I expect you to speak up and email me.
- **Discussion Boards:** There will be discussion boards throughout the course. I expect you to
- **Zoom Sessions:** There will be Zoom sessions held throughout the course. I expect you to...