Instructor Responsibilities

I will review email messages every Monday and Wednesday. It is more likely that I will

review them each day; however, you cannot depend on this. Consequently, plan your time

accordingly. Online assignments will generally be graded and returned within two weeks

following the due date. I will notify students of any changes in the course, provide

specific details of online reading assignments, provide additional resources and

information as they become available, and provide specific instructions for submitting

projects. I will obtain information to answer any questions you might have regarding

course content.

Office Hours

For this online class, office hours will be available via Zoom, email, or telephone. During

the posted office hours I will be available for (in order of priority) Zoom consultation,

phone consultation, or rapid email response. In the event that I am unable to respond to

emails received during office hours, I will respond later the same day.

Telephone Calls

During office hours Zoom visits will have top priority, so if voicemail is reached during

my office hours, I will return the telephone calls as soon as possible. Outside of office

hours, I will answer phone calls if I am available, or will return phone messages within 1-

2 business days. Outside of my posted office hours, I encourage the use of email which

will normally result in a faster response.

Emails

Emails received outside of office hours will normally be answered within 1 business day

(often much sooner), but in no case later than 72 hours after receipt. Emails that require

more than a brief response may be returned unanswered with the recommendation to call

or Zoom during office hours.