

Dear students,

I hope this email finds you well and excited for the start of the semester.

Launching into a new year and new semester can be exciting, but it can also bring uncertainty. That's the reason I'm reaching out to you—to remove some of that uncertainty. I've been spending time the past several weeks developing plans to ensure that the course you're taking with me is a positive and effective learning experience. I'm writing to check in, tell you a little bit about our course, and gather some information from you that I can use to make sure this semester is successful for you and all students!

First, let me tell you a little bit about our course. Our course is a *[discussion-based / interactive lecture / etc.]* course, which means we will *[describe what the students will experience in class with you]*. I am making plans to ensure that the course will provide you with opportunities to engage with me and with your peers in support of your learning. When the semester starts, I'll give you more detailed information about what will happen during class meetings, how to prepare for them, and how I have planned those meetings so that you will learn and succeed this semester. And, most importantly, I'll get us focused on how the course will help you meet goals that you have for your learning and for your own life!

Now that you know a little bit more about how we'll be learning together this coming semester, it's time for me to ask you some questions so that I have the right information to ensure that our course is successful. *(At this point in your email to students, direct them to answer these questions by emailing their responses to you or responding to a survey in Qualtrics, Microsoft Forms, Google Forms, or another platform.) See example questions below.*

Thank you for taking the survey. I am sure that other instructors will be asking you similar questions, but it is so important for me to learn about you so that we can make the best plans for the semester. I'm excited to meet you soon and I hope you are enjoying your break! Be in touch!

### **Sample survey questions**

1. Do you have a device that allows you to use Brightspace and (other technologies)?

*Possible follow-up questions:* What device do you have? Have you had any problems using that device to use Brightspace or to do other required course work?

2. Do you have reliable high-speed internet so that you can access course materials in Brightspace?

*Possible follow-up question:* What concerns do you have about your internet connection?

3. Do you have work, family, or other obligations that you think might interfere with the time you need to study or prepare for class?

*Possible follow-up question:* What are your concerns about your schedule and time commitments?

4. What other concerns do you have? Please share with me any challenges or questions that you have about the coming semester and about our course.