



## Suggestions for the *Communication Policies* Syllabus Section

### No MCCC CD Requirements

#### Suggested Categories

- Methods of Communication
- Communicating with the Instructor
- Announcements
- Returning Graded Assignments

#### Online/Hybrid Learning Suggestions

- Instructor availability and response times (questions, grading, etc.)

#### Other Resources to Consider

- MCC Faculty Handbook “Electronic Communications Standards”

#### Examples

*Methods of Communication* (example developed by Shelley Rodrigo)

Even if you don't put it in your syllabus, it is worth taking the time to distinguish the various modes of communication you have with your students and to articulate what type of information is conveyed via which mode.

**Email**—individual communication will take place in email.

**WebCT Announcements**—any course announcements will be made within the announcements tool in WebCT.

**WebCT Discussion Board**—most of your course work will be posted to the discussion board within WebCT.

**WebCT Calendar**—the course schedule will be posted in the WebCT calendar. The schedule is subject to change. You will be notified of any changes course announcements.

**Major Writing Project Submission**—all final versions of the major writing projects will be submitted via the assignments tool in WebCT as an attached document save as either a Rich Text File (.rtf) or a PDF.

*Communicating with the Instructor* (example developed by Shelley Rodrigo)

Especially in online or hybrid courses it is critical to include your response time. I've also seen people put something like “I'll check email daily M-F and do not promise to check email over the weekends.”

If you have any questions, concerns, or other general comments about the class, the best way to communicate with the instructor is via email. The instructor reserves the right to take up to 72 hours to respond to your communication. The instructor may have to do some grading, look something up, or may just be taking care of his or her own life requirements. Therefore, do not put off your homework to the last minute, have a question, and then expect the instructor to respond prior to the deadline.

*Announcements* (example developed by Shelley Rodrigo)

Remember how the syllabus is subject to change...well then you better articulate where students will be notified of “official” changes.

Official course announcements, especially those that mark official changes to the syllabus and/or course schedule and assignments deadlines, are made via the announcements board in Sakai. Individualize announcements and messages will be sent via email from within Sakai. Be sure to check your email and the course announcements page regularly.