

Welcome to Class
Start of the Semester
Email Examples

Hello, Advanced Ed Psych Scholars!

We are nearing the start of our semester together, and I'm looking forward to it!

I want to touch base with a few invitations and reminders:



An important note that we'll have one **REQUIRED class meeting on Zoom, to be held on Saturday, 8/28, from 9:00 - 12:00.** I'll try to keep it lively but you have to supply your own coffee!



Please see **attached DRAFT syllabus.** I haven't gone through it with a fine-toothed comb yet, but it should give you a pretty good picture of what to expect.



Note the options for **textbook purchase** as included in the Syllabus. I would prefer you use the **Perusall** option but there are other ways you can acquire & use the textbook in our class. Our other required book by D. Willingham is free and available right within our course.



If you would like to take advantage of our optional **Pre-Semester Scavenger Hunt**, see the clue I will post below!

Thanks for reading the whole email, and as will always be the case, please reach out if you have any questions! Your first Scavenger Hunt clue is below. See you soon!

Dr. Barton

Center for Teaching
Excellence
East Tennessee State
University

Updated December 2022

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This is an email I sent before school started this fall to one of my M.Ed. classes:

Greetings and Happy Tuesday before classes start!

For those of you who are new the program or to ETSU, welcome! To those who are returning, welcome back! I'm looking forward to our class (Effective Organizational Cultures - or EOC from here on!) this fall. I've set the course site to open at midnight (between Sat/Sun) in case you want to get in and look around before Monday.

I hope that some of you will be interested in having some optional zoom sessions so we can talk in person over the semester - we'll figure that out once classes start.

My cell is ____ in case you need to reach me. Email is always fine, too.

I don't use a textbook for this course - all the readings/videos will be provided or linked in the course site, so you don't need to look for a textbook. :)

Enjoy the rest of the week and I'll "see" you in class next week!

Dr. Susan Epps

Professor, Educational Leadership and Policy Analysis
NCAA Faculty Athletics Representative

Go Bucs!

You are receiving this email as you are currently registered for CHEM 1110 General Chemistry I with me, Mrs. Butler. The D2L course is not open yet, but I wanted to send out some information you may find useful before our first day, Monday August 22nd. We will be meeting in Brown Hall 261 at 9:20am. Check out the course requirements below.

To get off to a great start, I highly suggest reviewing [Ch. 1 Introduction - Chemistry 2e | OpenStax](#) and [Essential Mathematics - Chemistry 2e | OpenStax](#)

Please do not hesitate to email me with any questions you have and I will see you all on Monday!

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Course Requirements

Good news: your textbook for this class is available for free online! If you prefer, you can also get a print version at a very low cost.

Your book is available in web view and PDF for free. You can also choose to purchase on iBooks or get a print version via the campus bookstore or from OpenStax on Amazon.com.

You can use whichever formats you want. Web view is recommended -- the responsive design works seamlessly on any device. If you buy on Amazon, make sure you use the link on your book page on openstax.org so you get the official OpenStax print version. (Simple printouts sold by third parties on Amazon are not verifiable and not as high-quality.)

Chemistry from OpenStax, Print ISBN 194717262X, Digital ISBN 1947172611,
<https://openstax.org/details/books/chemistry-2e>

Brittany Butler

Hello [Student first name],

Welcome to East Tennessee State University! I will be your teacher for ETSU 1020. I hope you are looking forward to this semester as much as I am!

There is nothing you need to do before class begins Monday, but if you would like to see what we will be up to this semester you can check out the course site on D2L. There you can find out more about the class by reading the syllabus. If you are not sure how to do any of this, that is okay! We will actually take a day in this class to go over how to use all the technology you will need for this class and most classes at ETSU. This class is all about how to thrive as a student.

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I hope you are getting settled, having fun, and getting ready for classes next week. I welcome any questions about this class or anything in general about ETSU.

Do you know how to get to Rogers-Stout Hall Room 402?

Thanks,

Mr. Philip Smith

PS: I'm just using your name as it appears on the roster. If you go by another name, just let me know.