Dear Students,

Welcome to [course name]. I wanted to take a moment to introduce myself, the course, and what you can expect over the next term.

My name is [use your preferred name that you want students to address you by] and my area of interest is [X topic]. We will be using D2L as our primary learning management system. Our D2L course shell [is/will be] active [on date]. We will be using the D2L shell for [insert relevant statements here]. If you do not have access to the course, please email me immediately so that we can get you access.

In [name of course], we will be learning about [high-level statement summarizing the course focus]. Students can expect to spend X hours per week on learning activities. We will be working through this material in a few different ways [insert list of learning experiences/modes of learning]:

* [learning activity]: [brief description and/or selected information from suggestions above]
* [learning activity]: [brief description and/or selected information from suggestions above]
* [learning activity]: [brief description and/or selected information from suggestions above]

Since we are going to be getting to know each other for the first time remotely, I want to tell you what you can expect from me this term [examples only – revise for personal preference]:

* **A Commitment to Compassion**: I understand that we are teaching and learning in challenging circumstances and that we are all trying our best. I will do my best to model compassion and understanding and expect that students will do the same for each other and myself. Please do not hesitate to contact me or the teaching team (if relevant) if you need additional supports, extensions, or other resources to meet the expectations of the course.
* **Flexibility and Accessibility**: I will do my best to accommodate last minute requests within reason, such as extensions for assignments or accommodations for exams. If you have a formal accommodation, please ensure that you have registered with [Student Accessibility Services](https://www.ucalgary.ca/student-services/access/prospective-students/how-to-register) or the [Student Success Centre](https://www.ucalgary.ca/student-services/student-success) for more information about making arrangements for missed classes, assessments, or other challenges you experience related to meeting the requirements of the course.
* **Responses to Emails**: I will do my best to respond to course-related emails within x hours of receipt. Due to receiving a significant number of emails each day, I may miss your note unintentionally. If I do not respond in x hours, please email me again or, if it is a general course-related question, post it to the General Course-Related Questions discussion topic and I will respond there.
  + - [if you do not respond to student emails, explain that here as well. Tell students how they can get a hold of you and how you will get in touch with them]
* **Grading and Feedback**: I [or the teaching team or TAs, etc.] will do my/our best to return assessments and feedback within X days of the deadline. However, this will vary based on the nature of the assessments.
* **Updates and News**: I regularly post course announcements and updates on our D2L course home page and through email. Please subscribe to discussion topics and the news widget so that you stay up to date on emerging course announcements.

Each of you has committed to taking this course this term, which means that you have made a commitment to yourself, your peers, and to me. To that end, I expect that students will contribute to maintaining an inclusive and respectful learning experience by [examples only – revise for personal preference or departmental requirements]:

* **Respect**: Using respectful language in their communications to each other, myself, and in our shared learning spaces. Racism, sexism, xenophobia, threats, hate speech, harassment, and other harmful acts or communication will not be tolerated and will be [reported to the Student Conduct Office for investigation](https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Non-Academic-Misconduct-Policy.pdf?#AppendixA).
* **Mindfulness**: Be mindful of other students in the class and respect each other's boundaries, privacy, and identities.
* **Self-Awareness**: Practice self-awareness of your emotions and reactions prior to speaking or engaging with your peers and the teaching team.
* **Critical Thinking**: Come to class with a critical and constructive perspective, ready to learn from varying approaches and engage in constructive discussions and learning activities.
* **Problem-Solving**: When you have a question, try finding the answer on your own before asking your peers, TAs, or myself.
* **Communication**: If there you have an issue or concern, please communicate that to me in a respectful manner so that we can address it together.

I look forward to meeting you all on [day/time of first class]. Please prepare by [insert instructions for first day preparation]. You can access the session [insert location, link, or other access point]. If you have questions before that, please feel free to email me at [insert email or preferred contact].

Sincerely,

[Signature]