Dear Struggling Student,

I am your Computer Science instructor. My name is Professor O. You may call me Professor O., or Mr. O. I am writing to you because you have missed the first week of school. I suspect you may be struggling to attend classes. I am here to help you. I will do everything in my power to ensure your success, so that ultimately, you can become a Software Engineer.

I want to extend my warmest wishes to you, for taking the time to better yourself by pursuing an education beyond high school. I also want to thank you for enrolling in my class. This creates an opportunity for me to better myself as an educator.

Since you did not attend the first week at all, you did not complete the first week criteria. The first week criteria required the following steps to be successfully completed:

1. Sign on to the Canvas website. Read the syllabus to make sure the class workload is something you can fulfill.
2. Buy the textbook. Read chapters 1 and 2. Complete the end of chapter quizzes, and multiple-choice tests.
3. Install Microsoft Visual Studio. Run it using a test program. You will find instructions on how to code a test program in the syllabus. Then, code the "Hello World!" program. Submit the "helloworld.ccp" file to me through our online Canvas website.

4. Internet access is required in this course. If this is going to be a problem for you, please email me immediately, so that we can work on a solution to this problem together.

5. Sign an online form, and submit it to me. This form will indicate that you understand the steps for success that I have outlined for you.

You can quickly turn things around by completing the steps listed above, and I will not drop you from the course.

I have devoted a small part of my life to being an educator. I've experienced many types of 'behavior' from students. I usually learn something new from students every chance I can. Safe to say, the learning never stops for me. However, one thing is certain: I cannot help a student such as yourself, if you do not reach out to me for assistance.

Finally, if you have a different issue, such as a personal crisis or a medical issue, please email me immediately, so that I may try to understand what you are going through. Try to seek help within the college community. Our college campus has a Health and Wellness Center that can probably help at little to no cost.

I look forward to seeing you in my class, or just hearing from you, to see how you're doing. Ultimately, the last thing I want is for you to not realize your potential because you didn't contact me, to see if I could help you out with the issue that prevented you from attending my college class. Contact me when you get a chance. Take care.

Prof. O (Mr. O)