January 7, 2021

Greetings To All Of My Students,

I want to share with you some important course information in this email. Before I get to the information, I want to welcome all of you to my class this semester. We are all facing in one way or another unique challenges or stressful situations during this pandemic. I am going to try to make this course as stress free as possible. There may be many of you that currently have some financial concerns, so I will not require you to purchase or rent the textbook. I will make the textbook optional. If you can afford it, great! The textbook information can be found on the syllabus that is posted on my webpage on the College website. To find my syllabus, just use the directory to look up my schedule. When my name appears, click on it and the schedule of courses I am teaching this semester will be revealed. Just click on the word “syllabus” next to the course you are registered for and the information will be there. I am confident that, given all the course notes and supplementary material, such as links to videos and/or attached articles, you should be able to successfully complete the course even if you cannot obtain the textbook. I have spent much time and effort preparing the notes on the power point slides and other supporting course material to assist you in acquiring knowledge about the subject and be academically successful in the class.

I am aware that many of you may have family or employment obligations that may conflict with our class schedule at times. I want to give you as much flexibility as possible regarding attendance. So, I have decided not to have live remote lectures. My plan is to post on Blackboard in the Course Materials section and send by email the notes in the form of power point slides and assignments in word document format in the morning or early afternoon of the scheduled class day. This will give all of us the flexibility in our schedules that we may need during this semester. Even though there will be no live class at the scheduled time you registered for, you are still responsible to keep up with the course materials and to submit your assignments by the deadlines given. You will have plenty of time, a minimum of two days, to complete and return each assignment. Any assignment that is submitted past the deadline will not be accepted. If you are wondering about tests, I have decided to give you open notes tests with a turnaround time of at least twelve hours from the time the test is sent to you by email or posted on Blackboard in the Course Materials section. Be sure to read the message that will accompany each email and Blackboard post. If you ever have any subject related questions or other class related concerns, you are welcome to send them to me by email or by using Course Mail on Blackboard, and I will reply as soon as possible. Remember, it is your responsibility to check your emails and Blackboard postings on a regular basis or at the very least on the two days per week that the class is scheduled. There will be a total of five tests, including the final, this semester. At the end of the semester, if all five tests have been taken, I will drop the lowest test grade. There will also be some opportunities given to earn extra credit points during the semester. I hope that the information in this letter addresses the main concerns or questions you may have regarding this class. I look forward to working with all of you, and I wish you a safe and successful semester!

All The Best To You,

Professor Grasso