

Communication Plan

Main Point of Contact (POC) for this course: Teaching Assistant

Teaching Assistant: Baylee Dobler

How and when to contact:

1. Discussion Board - for general questions related to course or materials
2. TA - no response from Discussion Board or personal question
3. Dr. McGaugh - no response from TA or issue with TA

Response Times: The TA will respond to student inquiries *within 24 hours during Monday-Friday business hours*. For inquiries *outside business hours on weekdays or during weekends*, TA will respond within 48 hours. If a response is not received within the expected time as mentioned above, please follow-up with the TA with a CC to Dr. McGaugh and Dr. Chakraborty.

Students will expect grades for assignments to be posted to the Gradebook in Canvas within one week of turning in the assignment. Please consider these timelines when you are scheduling your course assignments. While the TA and faculty will do everything to respond in a timely manner, waiting to post a question one hour before the assignment is due will not allow for adequate time for a response.

Please plan accordingly to ensure your assignments are completed and turned in on time.