



**Got Emails?**

Form the beginning to the end of the semester, we’ve got you covered. Click on any of the emails listed to be taken to the template. Then just copy and paste, add your own flair and information and you are good to send!

# Email Templates

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# Welcome Email

Welcome Everyone -

To make sure that we get off to a good start, there are some things you should know about the class.

This course uses [Insert information on any textbooks and digital course products] which are required materials for you to support your learning.

You should bring [What is needed in class] these to every class day to be prepared for the class.

Before you come to class on [First day the class meets], you should read the course syllabus. You can ask any questions that you have about it on the first day. I have attached a copy of the syllabus to this email.

I can’t wait to get the term started.

I will see all of you on [First day the class meets], at [Class time] in [Class location].

[Favorite Salutation],

[Your name]

# Good Job Email

Dear [Student Name],

I have been reviewing your work and wanted to let you know that you have been doing a great job. If you ever run into difficulties or have questions in the future do not hesitate to reach out.

Keep up the good work!

[Favorite Salutation],

[Your Name]

# Concerned Email

Dear [Student Name]

**I urge you to check your current grade in the course, because at this time I am concerned.**

There is still plenty of time to improve, but I would like to help you do your best work so you can finish the class strong.

* Are you attending all class sessions on time, and staying the entire time?
* Are you completing all assigned work?
* When you do not understand, are you asking questions?
* Are you preparing for tests or quizzes? Do you need help doing so?

[School name] has many resources for you, starting with me. Stop by during office hours or schedule a time to meet. You can reach me at [contact information]. I can help you by sharing strategies other students have used to be successful. I can also (of course) help you understand the course material.

Do you need tutoring? The [Name of tutoring center] can assist you with finding a tutor.

If something in your life is interfering with your ability to succeed, I also urge you to contact a counselor in the counseling office [counseling office web address]: they can refer you to many resources that can help.

We are committed to helping every student succeed in all classes and continue on to finish their final goal. Please reach out, **and do not give up.** We are here for you.

Sincerely.

[Your name]

# Online – Good Job Email

Dear [Student Name],

You are enrolled in my class, [Class Name]. I want to say Thank You for all that you are doing to be successful in this class. Online classes require successful time management and personal organization, and you have truly risen to the challenge. Did you know that these skills are “resume worthy”? That is right...employers will be looking for employees that can be self-directed, organized, and motivated. Bravo!

College can be a challenge, and I know that life outside of class can interfere. Congratulations for making your education and success a priority! Students like you are a pleasure to have in class.

If there is anything, I can do to help you “keep up the good work”, please do not hesitate to ask!

If something in your life begins at any time to interfere with your ability to succeed, I want you to know that you can contact me, or a counselor in the counseling office, [Counseling office web address]: they can refer you to many resources that can help.

We are committed to helping every student succeed in all classes and continue on to finish their final goal here at [institution name]. We are here for you.

I also encourage you also to start planning for next semester. An advisor can help you plan your future here, and we have tools so that you can know at a glance where you are in your journey.

Thanks again and give yourself pat on the back.

Sincerely,

[Your Name]

# Online – Concerned Email

Dear [Student Name],

You are enrolled in my class, [Class Name]. I want to encourage you to be successful in this class. Online classes take a commitment that requires you to manage your own time, while offering flexibility in when you do the work.

**I urge you to check your current grade in the course, because at this time I am concerned.**  I would like to help you do your best work so you can finish the class strong.

Our college has many resources for you, starting with me. My email is [email address] and my [office phone/office hours/other methods of contact]. I can help you by sharing strategies other students have used to be successful. I can also (of course) help you understand the course material.

Do you need tutoring? [Tutoring details]

If something in your life is interfering with your ability to succeed, I also urge you to contact a counselor in the counseling office, [Counseling office web address]: they can refer you to many resources that can help.

We are committed to helping every student succeed in classes and continue on to finish their final goal here. Please reach out, **and do not give up.** We are here for you.

Sincerely,

[Your name]

# Weighted Grades

Dear [student name/class],

I know you have questions regarding weighted grades. Weighted grades are one method of calculating grades used by many instructors including myself. This means that the course is dividing into Categories and each Category is given a percentage, totaling up to 100%.

How does this effect your grade? It means that your work in a particular category only counts for a portion of your overall grade.

As a simple example imagine if your course grade was setup as follows: 50% of your grade was homework and 50% was your final exam. If over the course of the semester you completed 20 homework assignments and you earned an average grade of 92% on those assignments, this does not mean you have an A in the course! You still need to factor in your grade on the final exam to determine your overall grade. Say you earn 70% on the final exam. Then your course grade would be:

92\*0.5 + 70\*0.5 = 81 or 81% or a B.

For a detailed explanation read this article <https://www.purplemath.com/modules/howgrade2.htm>.

If you want to play with what your grade could be - you will need your syllabus. In your syllabus you will find the grade breakdown for this course. You can use this [online calculator](For%20a%20detailed%20explanation%20you%20can%20read%20this%20article%20https:/www.purplemath.com/modules/howgrade2.htm.) to see how your grade in different categories of the course will impact your overall grade.

**Be aware your grade is not final until the end of the semester!**

These calculators will only give you a rough estimate, your official grade cannot be calculated until the course is complete.

For privacy reasons I cannot discuss individual grades over email. If you have questions about your grade please come see me during office hours or make an appointment.

Sincerely,

[Your Name]

# End of Semester Email

Hello Everyone –

As we near the end of the semester I want to thank you for all your hard work and effort in this course this [semester/term].

Here are a few things you need to know as we wrap up the course:

The final [exam/class meeting if no exam] is on [Final Date] at [Final time] in [Location].

*If you have a scheduling conflict with another exam, please see me immediately!*

To prepare for the [exam/final paper/project] I suggest using [Insert provided or suggested materials].

Additionally, [Insert your specific end of semester policies: extra credit, replacement exam rules, etc.]

If you have questions about your grade, you can see me during office hours or schedule an appointment. For privacy reasons I cannot discuss grades over email.

Thank you again for a great semester.

[Your Name]

