

Good Morning,

First and foremost, be sure to completely read and understand all emails that pertain to your class(es).

My name is Mr. Scott, and I am your professor for the CoVid Fall 2020 semester at Santiago Canyon College.

Our class will be conducted exclusively through ConferZoom linked through the SCC Canvas app. If you are registered in the class, then you have access to Canvas and our course page through your dashboard. If you are on the waitlist, then you will have access if/when you are added to the class.

Many of our communications will be through email, so I want to briefly discuss the use of email in a professional setting, such as communication between students and professor.

First, email is not texting. Our emails will be a record of communication and as such should be composed using your best academic English writing skills. Words should be completely spelled out, sentences should begin with capitals, have subject-verb agreement, and end with appropriate punctuation.

Second, always identify yourself with first and last name and class section at the beginning of your message. This is perhaps less important in summer when I have only one class but is very important during the fall or spring semester when I have five classes and 200 students.

Third, if you are replying to an email that I have sent you, then hit "Reply" in your email app. Do NOT begin a new email when you are replying to an email that I have sent you. When you reply, the subject line remains in your return email and my email app (as well as yours) can organize those emails together.

Fourth, if you are starting a new email to me, always include a subject. It would be helpful if the subject included your course and section, e.g., HW Question, Math 185 #83604.

Fifth, be polite. If you ask for something from me, and I respond, it is polite to reply with a brief "Thank you." I promise to do the same for you.

Finally, please note that these guidelines are for professional correspondence between professor and student. The same guidelines will apply to all of your future professional correspondence in academic and career settings. These guidelines do not necessarily apply to your personal emails. Of course, we all use texting for those communications!

I would like for you to reply to this email with a simple "Got it!" message. Your reply will be your first homework assignment for our class.

Sincerely,

Mr. Randy Scott  
Professor, Mathematics  
Santiago Canyon College