

<b>Checkpoint</b>	<b>Date(s)&amp; Time(s)</b>	<b>Type</b> <i>(Lecture, Office Hours, Weekly Kick-off, Discussion)</i>	<b>Sync or Async?</b>	<b>Tool</b> <i>(Email, LMS Announcement, Panopto, Zoom)</i>	<b>Content Outline</b> <i>(Directions, Due Dates, Next Steps, Reminders)</i>
<b>First Email</b>	3/21 by 12pm	-	Async	Email	<p>Plan for Lectures/Activities/Assessments</p> <ul style="list-style-type: none"> <li>Lectures will be uploaded to BB via Panopto</li> <li>Watch the lectures and answer the Discussion board questions by each Tuesday. Respond to classmates by Thursdays.</li> <li>Final Project will be submitted through BB</li> <li>Final will be multiple choice in BB</li> </ul> <p>Email Management Plan</p> <ul style="list-style-type: none"> <li>Email will be checked 3 times a day</li> <li>Email will be checked from 9am-9pm, Sun-Friday</li> <li>Will answer by the next business day</li> </ul> <p>Office Hours Rules</p> <ul style="list-style-type: none"> <li>Tuesdays &amp; Thursdays from 1pm-2pm</li> <li>(Zoom link)</li> <li>Drop in, appointment by request</li> </ul>
<b>Week of 3/22</b>	3/23 by 9am	Lecture, Discussion Question	Async	Panopto, BB	Chapter 10 Lesson Discussion: Find a related article from the library, link and summarize with citations by 3/17. Respond to 2 classmates by 3/19.
	3/24 1pm-2pm	Office Hours	Sync	Zoom (w/ Email Reminder)	Send Reminder email to class with Link on 3/23
<b>Week of 3/29</b>					
<b>Week of 4/5</b>					
<b>Week of 4/12</b>					
<b>Finals</b>					

**1. Email Management Plan**

- a. How often will you check email? (ex: 1/2/3 times a day, every other day)
- b. What days(s) and time(s) will you be checking email? (ex: after 8 am but before 5 pm)
- c. How long will it take you to respond? (ex: 24 hours from receipt, during my next working hours)

**2. Office Hours Rules**

- a. When will Office Hours take place?
- b. Where will Office Hours take place? (Zoom link, phone number)
- c. Will student be able to drop in or do they need to schedule an appointment? A mix of both?