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| Course/Section: | Meeting Day(s)/Time(s): | Faculty: |

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| Checkpoint | Date(s)& Time(s) | Type  *(Lecture, Office Hours, Weekly Kick-off, Discussion)* | Sync or Async? | Tool *(Email, LMS Announcement, Panopto, Zoom)* | Content Outline  *(Directions, Due Dates, Next Steps, Reminders)* |
| First Email |  | - |  |  | Plan for Lectures/Activities/Assessments  Email Management Plan (see below) Office Hours Rules (see below) |
| Week of 3/22 |  |  |  |  |  |
| Week of 3/29 |  |  |  |  |  |
| Week of 4/5 |  |  |  |  |  |
| Week of 4/12 |  |  |  |  |  |
| Finals |  |  |  |  |  |

1. **Email Management Plan**
   1. How often will you check email? (ex: 1/2/3 times a day, every other day)
   2. What days(s) and time(s) will you be checking email? (ex: Monday-Friday, after 8 am but before 5 pm)
   3. How long will it take you to respond? (ex: 24 hours from receipt, during my next working hours)
2. **Office Hours Rules**
   1. When will Office Hours take place?
   2. Where will Office Hours take place? (Zoom link, phone number)
   3. Will student be able to drop in or do they need to schedule an appointment? A mix of both?