

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

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?