

Sample Email from Instructor to Students:

Email Subject Line: Welcome to (Name of Course)

Greetings!

As instructor for (name of course) I wanted to introduce myself and let you know how excited I am to be teaching your class Fall Semester.

Short 3-4 sentence bio such as

This is my 3rd year of teaching (name of class) at Washington State University. Prior to that, I taught at XYZ. I first became interested in XYZ as an undergraduate student, where I discovered how XYZ has an impact on the world. When I am not teaching, I conduct research in several fields, including A, B, and C.

Like many of you, I was saddened by the decision to move Fall Semester classes to remote delivery, but I understand that safety is our number one priority during this pandemic.

Although things are going to be different than we all expected, I want to ensure you that remote delivery will not impact the terrific learning experiences you will have in our classroom. I am committed to providing you with the very best education possible and help you succeed in this online setting.

I’m sure you have a ton of questions about what our class will be like. I will be finalizing the course in the coming days and will send you the learning outcomes, classroom expectations, and other details about the course as soon as I can.

You can also look forward to receiving more information to come from Washington State University about what Fall Semester will look like, and find updates at <https://wsu.edu/covid-19/>.

If you have any questions about the (name of class) feel free to contact me anytime at (contact info).

In the meantime, please enjoy the remainder of the summer, and I look forward to seeing you soon.

Go Cougs!

Name

Title

Contact Info