

## Policy concerning University Email and WebCt mail

I see that there is a further need to clarify my policy concerning email and webct email. As I said in the syllabus, you are required *prior to class* to check your University email account and the course's webct mail. My clarifications are additions to the other document on my homepage concerning email from any source. Your University email account, and the associated course webct mail account, is my main and **only** means of contacting you. The University **does not provide me with your phone numbers**. I would not ask for them, even if either the University would provide them or if you would provide them. It is far more time consuming to contact each person in any given class by phone than it is my email. (A 5 minute call multiplied by 40 students = 200 minutes of calls.)

I do send out updates, notifications, important alerts, et al, using both the University email account and the WebCt mail system. This is especially true when challenges are issued. Both electronic mail systems are set up to allow you to forward mail to another account. **Don't ask me to do this for you. Should you want these electronic mail systems to do this, contact the University HELP desk, that is their job.** Barring that exception, you have an obligation to the class to do this.

Should you fail to check your electronic mail as I have requested, and you miss an important deadline, I have made it clear in other documents that this is not an excuse for any special consideration on my part. As I have said before, if you miss a deadline, barring those reasons I have lain out in other documents, you will receive a zero on that challenge.

What I find quite surprising is that I have to say anything about this at all. You have more means of being contacted than any previous generation (cell phones, personal pagers, computers, I-Phones, etc.). Ignoring electronic mail from your professor does not win you points with that professor. Also, given that I consider college as a type of preparation for professional life, you do need to be aware that the days of printed memos is over. 99% of all of the communication concerning policy changes, events, meetings, et al, is done by electronic means. In my previous work history, all of the memos I received either from the court or from the attorney I was working for were done by electronic means. This was in the early 1990's. acquiring the habit of checking your electronic mail accounts now will prepare you for your professional career.

For my purposes, I have a more mundane concern. I use the electronic mail in concert with in class announcements to notify you of important items that may affect you. I understand that we all have many concerns and are balancing many obligations. That is the reason for following up in class announcements with electronic transmissions. Be advised of the contents of this document. This is an official amendment for clarification purposes to the syllabus.