## **OVERVIEW**

Below is a copy of the syllabus for this course. Make sure you download a copy of this syllabus (click on the "View or download the course syllabus" to download a copy to your computer) and review it in detail. This syllabus will be the foundation for this course and should be referred to on an ongoing basis.

Refer to the Course Summary down below. It outlines the complete schedule for what is due during the duration of this course. Refer to this section weekly to ensure that you are aware of what is due each week.

## **INSTRUCTOR COMMUNICATION POLICY**

We will respond to any inquiries within one business day. Any inquiries sent over the weekend or on a holiday will be resolved on the following business day.

### **CONVERSATIONS (INBOX)**

If you have a personal question, please contact us using the Conversation tool within Canvas. You can access conversations via the Inbox link on the Global Menu. [**Watch this video tutorial on how to use the Conversation tool.**](https://community.canvaslms.com/videos/1071)

### **EMAIL: LIST EMAIL ADDRESS**

All conversation inbox posts are sent directly to my email address; so you do not need to send your message to both places. We prefer that you use the Conversations/Inbox tool in Canvas versus email directly as something student emails get filtered out as spam.

**VIEW OR DOWNLOAD THE COURSE SYLLABUS**