# Welcome Letter

Welcome to the course **[insert course name & section].** I am your instructor, **[insert name]**, and my role is to work with you to ensure an effective, engaging and interactive learning experience. Before we begin, I strongly encourage you to go through all of the information in this letter. It clarifies many of the expectations around the successful completion of this course.

## About This Course

**[ insert text ]**

## Instructor's Bio

**[ insert text ]**

## My Role as Instructor

My role is to support you in your learning by:

* Answering your questions about Course Content, Assignments, Tests and Quizzes.
* Sharing with you my academic and professional experiences.
* Providing real-life examples to help ground course theory.
* Creating opportunities for you to interact with your classmates and encouraging you to participate in our online community.
* Returning your assignments, tests and quizzes **[ insert text**, for example: within one week of the posted due date **].**

## Help with Course Content

At any time, you may send me an internal Blackboard message, using the **Messages** tool, with comments, questions, and concerns. I will do my best to get back to you as soon as possible (within 48 hours, perhaps longer on weekends). Please check your Blackboard site frequently/daily for new messages from your instructor.

## Instructor Contact Information

My contact information is as follows:

**[ insert text ]**

In your message be sure to provide your:

* Full Name (spell if necessary)
* Student Number
* Humber Course Code/Number

I will establish Office Hours or an appointment can be scheduled to answer individual questions on course-related matters. I will provide details on this in the first couple of weeks of the course.

## Non-Content Related Help

In the [**Getting Started in Blackboard**](https://humber.ca/innovativelearning/getting-started-in-blackboard/) link**,** you will find various help resources about Blackboard, the Library, and other Student Resources.

Additionally, if you cannot find the answer to your Blackboard questions in this section, you can always contact the [**Open Learning Centre (OLC)**](http://humberonline.ca/)**.**

The OLC provides support by phone, remote desktop, email, and through online chat sessions.

* + **Contact information**:
    - 416-675-5049 (local) or 1-877-215-6117 (toll free)

## Getting Started

Review and/or save the **Critical Path** and/or the **Course Outline** documents for future reference. These documents clearly outline the course topics and assignments, along with specific dates for each of the activities, quizzes, test/exams and assignments. To be successful in this course, you should follow the Critical Path and ensure that you are aware of all assignment and assessment due dates.

Be sure you have purchased the required text(s) as stated in the Course Outline.

## Expect Success

This site should support and enhance your learning. My intention is to work with you collaboratively to ensure your success. I look forward to a great semester!