***Note for web team: this page won’t need to be a separate page, just linked to as a downloadable from the Blackboard basic communications page. See that page for the location of the link.***

**Class Communication Plan**

**Downloadable Template**

The template below contains recommendations for what to include in a class communication plan. Replace the text to fit the needs of your specific course.

To download the template, select this link.

**Intro paragraph**

Dear Students,

Below is our class communication plan for the semester. It outlines the various communication channels we will use this semester. As a way for you to practice submitting an assignment, please download, read, sign, and upload the plan to Blackboard by [insert a due date and time here]. You will find the submission link in our Blackboard course content area.

**Paragraph 1:**

**General Questions Q&A Forum:** Please post general questions about our course or course technology within the Q&A Discussion forum in Blackboard so that everyone can benefit from the answers. Reserve email for questions of a more personal nature. I will reply to emails and questions in the Q&A forum within [type in the number of hours here] hours, usually sooner. I will not be available to answer questions during [type in the days and times when you will generally not be available here].

**Weekly Announcements:** I will be sending weekly announcements every [put in the day and time here] (remember that our class work week begins on [type the day of the week here, e.g., Tuesday] and ends on the following [type the day of the week here, e.g., Wednesday] when the week’s assignments are due). Please look for my [Type the day of the week when students should expect your announcement here] announcements in your campus email inbox and in the Blackboard Announcements area at this time. Ask any related questions within the Q&A forum.

**Assignment Feedback:** Feedback on graded work will be returned to you within Blackboard within [type in the number of days here] days of the assignment submission. If I need to deviate from this schedule, I will send out an announcement in Blackboard.

**Virtual Office Hours:** You will have opportunities to meet with me to go over assignments, discuss your progress, and ask questions during my virtual office hours on [type in the days and times of your office hours here], or by appointment. Click on/select the virtual office hour link within our Blackboard course to enter the virtual meeting space during these times.

**Professional Conduct Expectations (these count as part of class participation):** Replace the following text with your own expectations: Email is a professional means of communication in our class. Use proper sentence structure and punctuation, avoid all CAPS and be respectful. Include the course name in your subject line and your name in the email. Check your email daily. Use your KCC email address and not a personal email address. You can verify and change the email listed for you in our Blackboard course by consulting the PDF tutorial on this [page](http://www.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard/user-guides/student/). Or you can view this [video tutorial](https://youtu.be/iPqP9T1IFNc) that will show you how.

**Share any communication needs you may have with your instructor here:**

**Student Signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sample Class Communication Plan**

Dear Students,

Below is our class communication plan for the semester. Please read, sign, and submit this plan/form by Tuesday, March 2nd.

**General Questions Q&A Forum:** Please post general questions about our course or course technology within the Q&A Discussion forum in Blackboard so that everyone can benefit from the answers. Reserve email for questions of a more personal nature. I will reply to emails and questions in the Q&A forum within 48 hours, usually sooner. Note that I will not be available to answer questions on Sundays.

**Assignment Feedback:** Feedback on graded work will be returned to you within Blackboard within five days of the assignment submission. If I need to deviate from this schedule, I will send out an announcement in Blackboard.

**Weekly Announcements**: I will be sending weekly Announcements every Tuesday between 10 am - 12 noon (remember that our class work week begins on Tuesdays and ends on the following Wednesday when the week’s assignments are due). Please look for my Tuesday announcements in your campus email inbox and in the Blackboard Announcements area at this time. Ask any related questions within the Q&A forum.

**Virtual Office Hours:** You will have opportunities to meet with me to go over assignments, discuss your progress, and ask questions during my virtual office hours on Tuesdays and Thursdays, between 2-3 pm, or by appointment. Click on/select the virtual office hour link within our Blackboard course to enter the virtual meeting space during these times.

**Professional Conduct Expectations (part of class participation):** Email is a professional means of communication in our class. Use proper sentence structure and punctuation, avoid all CAPS and be respectful. Include the course name in your subject line and your name in the email. Check your email daily. Use your KCC email address and not a personal email address. You can verify which email is listed for you in our Blackboard course by following [these steps](https://docs.google.com/document/d/1hBOb-Jg7HzPGbYwe4EIO05hvEJMdeogWXdN9HYa8m80).

**Share any communication needs you may have with your instructor here:**

**Student Signature:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_