## Sample Communication Policies (for syllabus)

### A Sample communication policy should include:

* How to reach you (your UArk email address)
* When and/or how frequently you check your email
* Any specific expectations about email etiquette

### From Dr. McIntyre’s first-year writing syllabus

“Email is always the best way to reach me. I will work hard to answer all emails within 24-48 hours (and sometimes much sooner than that). I do not answer emails on Saturdays or after 7 pm.

Please use your UARK email to communicate with me and always include a specific subject line, so I know why you’re reaching out to me.”

### From another first-year writing syllabus

“If you email me during the week, please expect a response within 24 hours. If you don't hear from me by then, feel free to "nudge" me to remind me to respond. Though I do check my email on the weekends, I will not respond after 8 pm, and please expect about 48 hours before you will hear back. With that and your Sunday deadlines in mind, it might be important to consider questions you have about assignments before the weekend begins. Please include your course and section number in the body of your email.”

### From Dr. Gray’s tech writing syllabus

“If you need to communicate with me outside class times, the best way to do so is either to attend office hours or to email me. This fall, my office hours are [insert here] and my office is located in [location]. If you cannot attend these office hours, but you would still like to meet, please email me at [email] to schedule an appointment either in my office or via Zoom.

I will respond promptly to email communications. Between 9AM-5PM Monday-Friday, I am “on the clock,” and I will typically respond to emails within 3-4 hours. Outside of working hours (evenings, weekends, and designated holidays/days off), you can expect longer email response times, typically ranging between 24-48 hours. Please do not send a follow-up email unless more than 48 hours have passed without a response.”

### From Professor Hallett’s professional writing syllabus

“Email is the preferred way to communicate with me, at lhallett@uark.edu. I will respond to emails within 24 hours on weekdays, but usually sooner. Over the weekend, it may take me longer, but I will respond by end of day Monday to whatever you ask on a weekend. If an assignment is due on Sunday, I will look for questions or issues during the weekend and respond quickly.”

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## Sample Feedback Policies (for syllabus)

### A Sample feedback policy should include:

* What kind of feedback students should expect
* How long students should expect feedback to take
* Where students can locate your feedback (NOTE: feedback should be delivered via Blackboard)

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### From Dr. McIntyre’s first-year writing syllabus

“I will give you substantive, specific feedback on all drafts for this class. For rough drafts, my feedback will include in-text comments as well as an end note that helps you think about how to approach your revisions. I will work hard to give you feedback in 1-2 weeks. (You have permission to start bugging me about feedback if it’s been more than 2 weeks.) All feedback will be available via the Gradebook in Blackboard.”

### From Dr. Gray’s tech writing syllabus

“Receiving feedback and using it to create a revision plan are critical skills in this course as well as in other courses that emphasize writing projects. To assist you in this learning process, I am committed to providing you with prompt feedback on all projects. In general, you can expect the following:

* feedback on sections of a draft (no more than 2 pages) or project prep exercises—within 24 hours
* feedback on a full draft—within 3-4 days (depends on workload)
* feedback on completed major assignments—within 10 days”

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## Sample Late Work/Extension Policies (for the grading contract and syllabus)

### A Sample late work/extension policy should include:

* Information about what assignments you allow extensions or late work for (NOTE: you are expected to accept late work and grant extensions for almost all portions of major assignments; you may choose not to allow late work/extensions for peer review drafts, however.)
* The process for requesting an extension (this would include information about how to contact you with the request and/or information about setting a new due date)
* Any information about automatic extensions, if you offer those

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### From Dr. McIntyre’s first-year writing syllabus

“I accept late work and grant extensions on all assignments for this class except for peer review drafts.

All work (besides peer review) comes with an automatic 48-hour extension; you do not need to ask for those extra 48 hours or explain the reason you need that extra time.

All extensions beyond 48 hours should be (if at all possible) requested prior to the original due date. To request an extension, please send an email that includes the name of the assignment you’re requesting an extension for as well as your new proposed due date. (Please choose a new due date within 5 days of the original due date.)”

### From another first-year writing syllabus

“You should aim to submit your assignment at least 30 minutes before the deadline to avoid

the inevitable doom that is BlackBoard being slow when everyone submits their assignment at the same time. Note that I do not accept papers via email. There is a 3-day grace period after the due date where you can still submit your assignment without needing to request an extension or set a new due date. Assignments not submitted during the grace period without communication about an extension will receive a 0. Extensions must be requested in writing, and you must propose a new due date that is within 3 days of the end of the assignment grace period (so within 6 days of the original due date).”

**From Dr. Gray’s tech writing syllabus**

“In general, I allow makeup work, but we will need to have a one-on-one discussion about your situation. If you have missed more than one consecutive class, you should speak with me about new deadlines for work you have missed. All assignments have an automatic 48-hour cushion. As long as you turn your work in by two days past the due date (which is typically Friday), you will still receive credit. After 48 hours’ time, I will count missed assignments as 0’s in Blackboard. Too many missed assignments can lower your final grade.

There is one exception to these policies: you cannot make up a missed/late peer review.”

**From Professor Hallett’s professional writing syllabus:  
“**You will have three days after the due date to submit the paper without contacting me for permission and it will still be considered on time. If you need a longer extension, you should contact me and we will arrange that. I do give extensions and I do accept late work if you contact me. You do not have to tell me your circumstances, but you can if you think I can help. Some activities that affect others, like peer review or conferences, cannot be made up. If you have an excused absence, you will be exempt from that week’s assignments, including peer review or conference. If you are feeling behind or have issues that interfere with your classwork, contact me. Do not let it go. We can work out most course related problems that come up during a semester. Don’t let these become a burden; let me know.”