

Teaching with E-mail: A Balancing Act?

Few CSUN faculty would argue the benefits of e-mail for fostering communication with our students. But when does e-mail impede versus encourage *student independence* as learners?

The Plan

Ponder the question above, then operationalize your conclusions in a few written statements atop your fall syllabi.

Here is an example from my course syllabus:

E-mail: cynthia.desrochers@csun.edu (Monday through Friday only)

Whenever possible, please communicate with me personally during class or office hours.

E-mail should be used for the following:

- * to alert me when you will be absent from class
- * to alert me that you are confused about a concept and would like me to discuss it at the next class session
- * to communicate a personal concern

E-mail should *not* be used to ask me:

- * to write you a summary of a 3-hour class session you missed
- * to re-teach a concept online
- * to give you a due date that can be found in our syllabus

Food for thought!

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