**Welcome Letter** (To be sent out on the first day of class.)

Welcome to (TYPE NAME OF COURSE) at the University of the Incarnate Word! I look forward to our time together in class and the new things we will learn.

**Course Overview**

(Briefly describe the course.)

**Expectations**

(Briefly list your expectations from your students.)

**Schedule and Deadlines**

(The following is an example.)

In regards to specific date and timeline restrictions students must complete all assignments and questions when they are due. Refer to your syllabus available in Blackboard for more information.

**Grading Policy**

(Your grading scale will be listed in your syllabus, but if you are able to generalize what you expectations are for your students, this can be very helpful.)

**Blackboard Component**

(The following is an example.)

Most UIW classes include a Blackboard component while teaching in the classroom. Students will be able to access Blackboard from anywhere that they can make an internet connection.

Blackboard is used differently by every instructor. There may be many similarities so be sure to follow all directions posted whether in course materials, discussion boards, announcements, and so on.

Students will be able to access Blackboard by going to the following link <https://blackboard.uiwtx.edu/webapps/login/>. Then include your UIW username and password to log in.

If students should experience any difficulty, please contact UIW’s Helpdesk. Help Desk personnel are located at the front desk of the Media Center Computer Lab, which is located on the ground floor of the UIW Mabee Library.

UIW Helpdesk Information:

Locally 210-829-2721

Toll-free 1-866-614-5043

[helpdesk@uiwtx.edu](mailto:helpdesk@uiwtx.edu)

<http://www.uiw.edu/ird/help_desk.html>

I am looking forward to a great class with you!

(Include your Name, office location/hours and email.)