

Department of Mathematics and Statistics
Teaching Guidelines
Endorsed by faculty on April 3, 2023

The Department of Mathematics and is committed to offering students a high quality and engaging educational experience in all modes. With this in mind, it is expected that instructors adhere to the following guidelines:

- Regularly assess student work and provide students with timely feedback.
- Provide student with a communication policy, written in your syllabus, stating how often you will answer your email and how you will communicate an absence from a scheduled meeting or your office hours. Examples of such policies are included below.
- Organize your Canvas site so that the content is easy to follow and assignments with due dates are clear.

The HUB has put together a list of resources for [creating high quality online courses](#) specifically for our department. You may also wish to consult with an [instructional designer](#) to adjust your practices.

Examples of Communication Policies:

1. The best way to communicate with me is through email (uniquename@umich.edu), which I check several times a day between 9am-5pm Monday-Friday. Please note:
 - I will answer emails within a 48 hour period
 - I do not read or answer emails from 5pm Friday until 9am Monday
2. Questions about the material or class logistics should be posted to the Canvas Discussion board, so that all students can reply and benefit from the discussion. You can also send a private message to the instructor by email (uniquename@umich.edu) and expect a reply within 24-48 hours.
3. Please make sure to include your full name in your email messages. I check my email regularly during working hours (9am-5pm Monday-Friday). However, if your email requires a very long answer, please come and see me during my office hours. I am typically also available in the classroom right before/after the lectures.