Sample: “Welcome!” Announcements

Overview

Many online instructors find it useful to post a Welcome announcement at the beginning of the semester, to greet their students and give them some basic introductory information. Here are a few examples, which you can adapt to the needs of your own class.

Example #1

Welcome to Chiaroscuro! Suggestions...

Greetings!

My name is Christine and you can find out more about me if you check my profile, view the portfolio, and check out my website. I've been teaching here at the Academy since 1997 after receiving my MFA in Painting here, and have taught Still Life, Mixed Media, Analysis of Form, Chiaroscuro and worked with graduate Fine Art students as a thesis advisor for many years. I sit on the Midpoint and Final Review committees for Fine Art masters students as well. I've also done seminars on paint and color for Winsor & Newton at colleges and universities all over No. California and the Pacific Northwest since 1998.

Please update your profile and sign into the Welcome topic below, so we can all get to know each other. I'm really looking forward to getting to know each of you!

I will be posting Teacher Expectations and a Due Dates document once we get part way into Module 1. I also want to make a couple suggestions (in addition to my announcement on Materials for the Class).

1) You may use either Strathmore Drawing paper, OR Strathmore Charcoal paper...the materials list ONLY lists the charcoal paper, however the module lessons and the video discusses charcoal paper.

2) I suggest you use the charcoal paper for the longer homework drawings, however you may use either type of paper...at least try both of them to see the differences...the charcoal paper will allow for richer darks and more gradual layering of the charcoal materials.

3) PLEASE review the How To Library Tutorials about Photographing your artwork, using your digital camera, and Submitting Artworks, specifically Files and File preparation...your drawing JPEG files should be UNDER 1 MB and ideally no larger than 800 pixels in the longer direction...it is very important that files not be too large.....thanks.

Example #2

WELCOME TO THE SPRING SEMESTER OF FSH 651 !

Hello everyone!

I'm thrilled to be working with all of you!

This spring semester promises to be an exciting one as you move another step closer toward your goals. Some of you may be returning to familiar territory here at the Academy. For a few of you, this may be your first time at the Academy or taking a class online. Some of you may be highly experienced and getting
more advanced education, while others may be at the very beginning of a new adventure. Whatever your situation, I warmly welcome each and every one of you!

So that we can all learn a little about each other and begin to develop a supportive, class relationship, please tell us a little about yourself.

• To begin with, I'd like you to visit the Class Profile area and briefly give a little information about YOU. Also, I'd love it if you would post a photograph alongside your profile. It's really nice to have a picture in my mind while I'm typing away. It just makes the whole online process seem more real. :)

• Next, make sure to post in the Check In topic. Here you can introduce yourself to me and your fellow class mates. I'd really like to learn more about each one of you. Can you let me know why you've chosen this major? How much sewing, pattern making or design experience do you have? Where were you born and where do you live now? How old are you? What qualities do you feel you have to offer the fashion industry?.....and anything else you’d like to share with us.

• I'd like you to share your DREAMS and GOALS that you are working towards. Write these down on a piece of paper and hang it above your work table. When the semester begins to get tough....look at your DREAMS and GOALS to give yourself a sense of perspective as you remember why you're here in school.

• Finally, please post a favorite photo of yourself in the Check In topic. Also, it would be great fun if you could post a photo of your view looking out your window or down your street. Maybe we could try to guess where you live. ??

To give you a quick intro about myself, I've been involved in fashion in some way for most of my life. I developed a love of fashion and for creating clothing starting at around the ripe old age of 11. In fact, I have a passion for all the needlework arts. Designing and creating couture gowns and unique boutique-wear are my specialty. Most recently, I have been working in high-end bridal design. Over the years, I've also worked in many other areas of fashion and fashion design......as a pattern maker, couture seamstress, in costuming, and in my other life many years ago, a fashion model. One important thing I can tell you, is everything you do is connected, and even though you may not have the same career for the rest of your life, they all work together to make you who you are. Currently, I'm taking my own advice, and using all that I know to reinvent myself and develop a new design line. Spending long hours in my studio, I'm deep in the midst of the beginning phases of creating couture accessories, bustiers and gowns. I've got a lot of hard work ahead of me, but it's exciting to feel that creative energy!

My other love is to teach and share what I know!! I thoroughly enjoy being an online instructor, as well as teaching classes on campus for the Fashion School.

You can count on me to check the class site daily, Monday through Friday. Wednesdays are an extremely busy day for me teaching on campus, so I'll probably only be able to do a quick check-in on that day. If you have a pressing question or would like feedback on an assignment before the weekend, please submit a posting to me by EARLY Friday.

In this online class, your work, its critique and student postings are shared.....As in an actual classroom, it is a public forum. If you need to have a private discussion with me, please do so by using the email tab at the top of the page.

In this course we work together, give feedback, critique each other’s work, and develop relationships, just as in an actual classroom. For this reason, it's extremely important to participate and establish that connection right from the start. We're all part of a positive and supportive design team!

This isn't an easy field that you've chosen to get in to, but it definitely is never boring. If you love it, the rewards are amazing!
And remember, nothing worthwhile ever comes easy. This is your dream, so go for it and give it everything that you've got.

Looking forward to getting to know all of you and experiencing MS Construction together!

Fondly,

Linda

Example #3

Welcome to Perspectives in Advertising!

Hi class, I'm Kristi, your online instructor for Advanced Advertising Concept Development. I'm a freelance copywriter based in California. I hope to bring a contemporary, working-world perspective to this learning process, and to answer the questions that naturally come up throughout the semester about this unique industry. I might seem “tough love” at first, but I truly want to see you succeed. Good grades aren’t easy to get—but neither are great advertising jobs! So communicate with me, try hard, get work in on-time, and you will do fine.

My availability:

I will be on the class discussion board, checking messages and responding to questions, every weekday. Also, at least once over each weekend. I strive to answer questions within 24 hours, and grade assignments within 3 days.

If you have immediate questions that pertain to the class and might benefit your classmates, post the query in the Instructor’s Office. For more personal issues, select the link that says “compose message” to send me an email. If you are writing to request an excuse for late work, you MUST EMAIL ME.

Please see the Summer 2011 Calendar dates listed one post above this one. Also, be sure to read fully all the information under the "CLASS HOME/SYLLABUS" link, because it has a list of all the books and materials you will need this term.

Let's have a great Summer semester!