**Sample Welcome Email – First Year Experience Course**

Note: You can send one message to the entire class. But it will have more of an impact if you send individual emails to each student. You can do this relatively easily in large classes using the mail merge feature in MS Word and Outlook ([click here](https://support.microsoft.com/en-us/office/use-mail-merge-to-send-bulk-email-messages-0f123521-20ce-4aa8-8b62-ac211dedefa4) for instructions).

Subject: Welcome to the Love & Lust in America FYE course!

Hi \_\_\_\_\_\_\_\_\_,

Welcome to the University of Toledo! I am excited to get started in our work together this semester and wanted to take this opportunity to introduce myself and to get to know you a little better before the semester begins.

My name is Denise Bartell, and I’m the instructor for your First Year Seminar – Love & Lust in America. It also means that I will be a resource and mentor for you whenever you have any questions or concerns over your first semester. I know that the last six months have been, in many ways, stressful and less than ideal. And that you may be a little worried about being successful in college as we continue to navigate the COVID-19 pandemic. But I want to reassure you that we are in this together, and I will do everything I can to help you be successful as you start your college career. I am here to help – so please let me know how I can do so!

A little about me – I’ve been teaching for over 20 years in the field of Human Development, with a focus on personal relationships. And that’s why I teach the Love & Lust in America First Year Seminar. I am also the Associate Vice Provost for Student Success here at UToledo, which means that it’s my job to find ways to help every student be successful! I truly cannot imagine doing anything else, and I value nothing more than helping undergraduate students get the most from their experience and achieve their college dreams. I’ve been in Toledo for two years, and live here with my partner, dog and two cats, after spending the last fifteen years in Wisconsin and a few years before that in Texas for graduate school. And I’m originally from New York (Long Island, to be exact). When I’m not doing this work, I love to read and hike, rehab old houses (sometimes), and learn new things (always!).

Our course this semester will be face to face, but given current social distancing requirements you will only meet in the classroom once per week. On Mondays, students with last names from A-H will attend class at 9:30 in UH 3350, and students from I-Z will log into class virtually via Blackboard Collaborate Ultra. On Wednesdays, students with last names from I-Z will come to UH 3350 and students from A-H will log into class virtually. More information on this schedule is available in the Blackboard page for our course, which is available now. Please log in to Blackboard (instructions located [here](https://www.utoledo.edu/dl/main/course_login.html)), read through the “Course Schedule” information and let me know if you have any questions!

I also wanted to quickly mention that we will be meeting virtually during Welcome Weekend on Friday August 14th from 2-3 pm. This will be your opportunity to meet me and the rest of our FYE class. At Welcome Weekend you’ll also learn about how to get the most from your college experience so it’s important that you participate in these events on Friday and Saturday. Make sure to plan your schedule accordingly, and I look forward to seeing you there! (See [here](https://www.utoledo.edu/orientation/new/firstyeartoledo.html) for more info about Welcome Weekend events).

Finally, I’d like to get to know a little about you before the semester begins. So please take a few minutes now and send me an email with your response to these questions:

1. What are some of your interests and hobbies? What do you like to do to relax, unplug, learn cool new things, etc.?
2. What are you most looking forward to or excited about in college? What’s your greatest worry or concern?
3. When you get to the end of your first year, what do you want to be able to say you’ve done or accomplished?
4. What’s one question that you have for me – about UWGB, the college experience, my background or work, or anything?

If you have any other questions or I can help in any way as you make your final preparations to come to UWGB, please don’t hesitate to contact me. You can send me an email, message me on Facebook, or call me at the number listed below.

I look forward to hearing from you soon!

Best,

Dr B