

## AI Shortcuts

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# AI Prompts

Use these prompts with any AI application (ChatGPT, TeacherMatic, Gemini, etc.). Fill in the brackets with appropriate information relating to your course.

## Course Sequence Prompt

- Create a logical sequence of topics for **[Insert Class name and description]**? Organize these topics into a **[#]** week course. Follow the academic calendar and avoid holidays or campus closure dates. This class should start on **[Insert]** and end on **[Insert]**. Set all due dates for **[Mondays]**. I would like to include **[topics]**.

## Easier Course Sequence Prompt (in case you don't want to use the other):

- Course Description: (Insert)
- Organize into (Insert) week course
- Class starts on (Insert) and ends on (Insert). However, the last assignment should be submitted 5 days earlier.
- Course Outcomes: (Insert)
- Topics you may want to cover: (Insert)
- Paste in the Academic calendar: ([Insert](#))
- "Avoid campus closure days and holidays"
- I want assignments due on Sundays.
- Insert the due dates.

## Course Outcomes Prompt

- Here's the course description: **[paste here]**. Can you help me write 3–5 course-level outcomes using measurable verbs from Bloom's Taxonomy at varying levels of complexity?

## Module Outcomes Prompt

- Write 2–3 module outcomes for a unit on **[topic]**, aligned with Bloom's Taxonomy.

## Course Map Prompt

- Create a course map for a 5-week course on **[topic]**. Include module titles, outcomes, key activities, and assessments aligned with the course outcomes.

## Welcome Announcement Prompt

- Write a short, friendly LMS welcome announcement for students starting **[Course Name]**. Include how to begin the course and what to expect in Week 1. Use a human tone.

## Welcome Email Prompt

*Option 1 – Enthusiastic and Personal*

- Write a welcome email for students in my online course, [Course Name]. Keep it friendly and enthusiastic. Include what the course is about, how to get started in the LMS, and my contact info. End with a positive message.

*Option 2 – Short and To-the-Point*

- Write a brief welcome email for students in [Course Name]. Be warm but concise. Let them know where to go first in the LMS and how to reach me if they have questions.

*Option 3 – Friendly + Professional*

- Compose a professional but friendly welcome email for students taking [Course Name]. Let them know the course begins on [date], what materials they need, where to access the first module, and how to contact me. Use a clear, supportive tone.

# Course Sequence Prompt

## AI Prompt:

- Create a logical sequence of topics for **[Insert Class name and description]**? Organize these topics into a **[#]** week course. Follow the academic calendar and avoid holidays or campus closure dates. This class should start on **[Insert]** and end on **[Insert]**. Set all due dates for **[Mondays]**. I would like to include **[topics]**.

## Easier Prompt (in case you don't want to use the other):

- Course Description: (Insert)
- Organize into (Insert) week course
- Class starts on (Insert) and ends on (Insert). However, the last assignment should be submitted 5 days earlier.
- Course Outcomes: (Insert)
- Topics you may want to cover: (Insert)
- Paste in the Academic calendar: ([Insert](#))
- "Avoid campus closure days and holidays"
- I want assignments due on Sundays.

## Course Sequence Example

- *What it is:* The logical order of topics and content delivery throughout the course.
- *Why it matters:* It ensures students progress through the material in a scaffolded, intentional way that supports learning.
- *Prompt for AI:* Create a logical sequence of topics for **[Insert Class]**? Here is the description. Organize these topics into a **[16]** week course. Follow the academic calendar (<https://cccti.smartcatalogiq.com/en/2024-2025/college-catalog/2024-25-academic-calendar/>) and avoid holidays or campus closure dates. This class should start on **[January 8th]** and end on **[May 7th]**. However, the last assignment should be submitted 5 days earlier. Set all due dates for **[Mondays]**. I would like to include **[topics]**.

## Example:

Create a logical sequence of topics for English 111. Here is the description: This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using Standard Written English.

The course also introduces students to the use of documentation.

Organize these topics into a 16 week course. Follow the academic calendar (<https://cccti.smartcatalogiq.com/en/2024-2025/college-catalog/2024-25-academic-calendar/spring-semester-2025/>) and avoid holidays or campus closure dates. This class should start on January 8th

and end on May 7th. However, the last assignment should be submitted 5 days earlier. Set all due dates for Mondays. I want to focus on writing fundamentals, autobiographies, argumentative genre, and bias in media and film at the end.

## AI Output:

Week	Dates	Module/Focus	Key Concepts / Activities
1	Jan 8–13	Welcome & Writing Foundations	Syllabus, course intro, writing process, time management, prewriting
2	Jan 14–20	Sentence Structure & Paragraph Development	Grammar basics, topic sentences, transitions
3	Jan 21–27 (MLK Day 1/20)	Narrative Writing: Autobiography (Part 1)	Purpose, voice, and tone in personal writing
4	Jan 28–Feb 3	Narrative Writing: Autobiography (Part 2)	Drafting, peer review, revising narratives
5	Feb 4–10	Narrative Essay Submission + Reflection	Finalize and submit essay, reflect on writing process
6	Feb 11–17	Introduction to Rhetorical Strategies	Ethos, pathos, logos; analyzing persuasive techniques
7	Feb 18–24	Thesis Development & Argument Structure	Claim, evidence, counterargument
8	Feb 25–Mar 3	Argumentative Essay: Planning & Research	Academic sources, credibility, documentation intro (MLA/APA)
9	Mar 4–10	Argumentative Essay: Drafting & Peer Review	Focused feedback, revision strategies
10	Mar 11–17	Argumentative Essay Submission + Reflection	Submit final essay, self-assessment
11	Mar 18–24 (Spring Break)	Spring Break – No Assignments	--
12	Mar 25–31	Introduction to Media Literacy	Media bias, evaluating sources, emotional language
13	Apr 1–7	Analyzing Bias in News Articles	Rhetorical analysis, credibility, identifying bias
14	Apr 8–14	Film & Media Analysis: Bias in Film	Visual rhetoric, symbolism, framing, audience awareness
15	Apr 15–21	Multimodal Response Project	Creative or analytical project integrating course concepts
16	Apr 22–28	Final Reflection + Portfolio Submission	Compile portfolio or final journal, reflect on course growth
--	May 2 (Friday)	Final Project/Portfolio Due	No assignments after May 2

# Course Outcomes Prompt

## AI Prompt:

- Here's the course description: **[paste here]**. Can you help me write 3–5 course-level outcomes using measurable verbs from Bloom's Taxonomy at varying levels of complexity?

## Course Outcomes Example

- *What it is:* What students should achieve by the end of the course. Some classes already have course outcomes mandated through the state. Check the [Combined Course Catalog](#) to see the description of your course. Check the [CCC&TI catalog](#) to see outcomes (if available) for your course.

Level	Description	Sample Action Verbs
1. Remember	Recall facts and basic concepts	define, list, name, recall, recognize, repeat
2. Understand	Explain ideas or concepts	describe, explain, summarize, classify, discuss
3. Apply	Use information in new situations	apply, demonstrate, solve, use, implement
4. Analyze	Draw connections among ideas	analyze, compare, contrast, categorize, examine
5. Evaluate	Justify a decision or stand	assess, argue, defend, critique, judge, support
6. Create	Produce new or original work	create, design, develop, construct, formulate

- *Why it matters:* Outcomes guide all course activities, assessments, and instruction.
- *Prompt for AI:* Here's the course description: **[paste here]**. Can you help me write 4–5 course-level outcomes using measurable verbs from Bloom's Taxonomy at varying levels of complexity?

## *Example:*

Here's the course description: *Humanities- 115 Critical Thinking*

*This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. Can you help me write 4–5 course-level outcomes using measurable verbs from Bloom's Taxonomy at varying levels of complexity?*

## AI Output:

Example of an HUM 115 Critical Thinking course:

By the end of this course, students will be able to:

- Identify the core elements of human conflict as presented in diverse textual sources. (Bloom's Taxonomy: Remembering/Understanding - Lower Level)
- Analyze information and evidence related to human conflicts to determine underlying assumptions, biases, and perspectives. (Bloom's Taxonomy: Analyzing - Mid-Level)
- Apply critical thinking strategies to evaluate potential solutions for human conflicts presented in case studies and scenarios. (Bloom's Taxonomy: Applying - Mid-Level)
- Evaluate different cross-cultural perspectives on the causes and consequences of human conflict, considering ethical implications and potential for resolution. (Bloom's Taxonomy: Evaluating - Higher Level)
- Construct well-reasoned arguments, both orally and in writing, to propose resolutions or offer

# Module Outcomes Prompt

## AI Prompt:

- Write 2–3 module outcomes for a unit on **[topic]**, aligned with Bloom's Taxonomy.

## Module Outcomes Example

- *What it is:* Specific goals for each module/unit, aligned with course outcomes.
- *Why it matters:* They break down course goals into manageable, focused learning targets.
- *Prompt for AI:* Write 2–3 module outcomes for a unit on **[topic]**, aligned with Bloom's Taxonomy. Here are the Course Outcomes **[Insert course outcomes]**. Please make sure to align module outcomes with course outcomes. **[Insert activities for the module]**

## *Example:*

*Write 2–3 module outcomes for weeks 1 and 2, aligned with Bloom's Taxonomy. Please also align with course outcomes. Here are the course outcomes:*

1. *Demonstrate writing as a recursive process.*
2. *Demonstrate writing and inquiry in context using different rhetorical strategies to reflect, analyze, explain, and persuade in a variety of genres and formats.*
3. *Students will reflect upon and explain their writing strategies.*
4. *Demonstrate the critical use and examination of printed, digital, and visual materials.*
5. *Locate, evaluate, and incorporate relevant sources with proper documentation.*
6. *Compose texts incorporating rhetorically effective and conventional use of language.*
7. *Collaborate actively in a writing community.*

*Course Sequence: Week 1: Forum: Introduction- Video Response, External tool: Edpuzzle- Comma Splices and Fused Sentences; Week 2: External tool: MLA format Basic, Forum: Thesis Statement Practice, Journal: Pre-Writing & Outlining the Reflection Essay*

## AI Output:

### *Week 1: Introduction & Sentence Structure*

- 1.1 (Understand/Apply): Understand and apply concepts of effective communication and self-introduction through the creation of a video response. (Aligns with CO3)
- 1.2 (Understand/Apply): Identify and correct comma splices and fused sentences using the Edpuzzle tool, demonstrating improved understanding of sentence structure. (Aligns with CO2)
- 1.3 (Apply): Apply improved sentence structure skills to future writing assignments. (Aligns with CO2)

## *Week 2: MLA & Reflection Essay Prewriting*

2.1 (Understand/Apply): Understand and apply the basic principles of MLA formatting as presented in the external tool. (Aligns with CO5)

2.2 (Apply/Analyze): Develop and analyze effective thesis statements through forum practice. (Aligns with CO2, CO4)

2.3 (Apply/Create): Apply pre-writing and outlining strategies to create a plan for the reflection essay, demonstrating understanding of the writing process. (Aligns with CO1, CO7)

# Course Map Prompt

## AI Prompt:

- Create a course map for a 5-week course on [topic]. Include module titles, outcomes, key activities, and assessments aligned with the course outcomes.

## Course Map Example

- *What it is:* A visual representation showing how modules, activities, and assessments align with course outcomes.
- *Why it matters:* Helps students and instructors see the structure and alignment of the course.
- *Prompt for AI:* Create a course map for a **[#-week]** course on **[insert topics or course sequence]**. Include module titles, outcomes, key activities, and assessments aligned with the course outcomes.

*Example: Create a course map for an 8-week course on English 111. Include module titles, outcomes, key activities, and assessments aligned with the course outcomes. Here is my course sequence, but I do not need dates included.*

## AI Output:

Week	Module Title	Outcomes	Key Activities	Assessments
1	Writing Foundations & Narrative Introduction	CO1, CO2	Syllabus review, writing process overview, prewriting exercises, introduction to narrative writing, exploring voice and tone.	Diagnostic writing sample, initial journal entry.
2	Autobiographical Narrative Development	CO1, CO2, CO3	Sentence structure and paragraph review, drafting workshops, peer review of narrative drafts.	First draft of autobiographical narrative essay.
3	Narrative Essay Completion & Rhetorical Analysis	CO2, CO3, CO7	Finalizing narrative essay, reflection on writing process, introduction to rhetorical appeals (ethos, pathos, logos), analyzing persuasive techniques.	Final autobiographical narrative essay, reflection on writing process.
4	Argumentative Foundations & Thesis Development	CO3, CO4	Introduction to argumentation, developing strong thesis statements, outlining argumentative essays, research and source evaluation.	Argumentative essay thesis statement, annotated bibliography.
5	Argumentative Essay Drafting & Revision	CO1, CO2, CO4	Drafting argumentative essays, peer review, focused revision strategies.	First draft of argumentative essay.
6	Argumentative Essay Completion & Introduction to Media Literacy	CO2, CO4, CO5	Finalizing argumentative essay, self-assessment, introduction to media bias and source evaluation.	Final argumentative essay, self-assessment.

# Welcome Announcement Prompt

## AI Prompt:

- Write a short, friendly LMS welcome announcement for students starting **[Course Name]**. Include how to begin the course and what to expect in Week 1. Include that students must take the Course Entry Quiz to access the rest of the course. **[Include additional activities for week 1]**. Use a human tone.

## Example:

*Write a short, friendly LMS welcome announcement for students starting English 111. Include how to begin the course and what to expect in Week 1. Include that students must take the Course Entry Quiz to access the rest of the course. They also must complete the introduction discussion forum and reply to two others in the first week. Use a human tone.*

## Welcome Announcement Example

Hi everyone,

Welcome to English 111! I'm so excited to have you join our class this semester. Get ready for some engaging discussions, interesting readings, and to sharpen those writing skills!

To get started, your first important step is to click on the "Course Information- Start Here" module on the left side of our learning management system (LMS). This section has all the details about the course, including the syllabus, my contact information, and how everything will work. Please take some time to read through it carefully.

To begin, take the Course Entry Quiz: This is a required quiz to ensure you've understood the key course policies. You'll need to pass this quiz to access the rest of the course materials, so please complete it as soon as possible!

Week 1 is all about getting oriented and connecting with each other. Here's what you can expect and what you must do:

- Introduce yourself! Head over to the Introduction forum and tell us a bit about yourself. We're all looking forward to getting to know you.
- After you've posted your introduction, be sure to read through some of your classmates' posts and reply to at least two of them.
- Don't hesitate to reach out if you have any questions at all as you get started.

I'm really looking forward to a fantastic semester together!

# Weekly/Module Announcement Template

## AI Prompts:

- Write a weekly announcement for a community college course. The announcement should include three sections: a short recap of the past week's focus, a preview of the current week's focus, and a list of important dates and reminders. Keep the tone professional but encouraging.
- Write a weekly announcement for **[Module Week 4]** of a community college **[subject]** course. Last week the focus was on **[topic]**. This week the focus is on **[topic]**. Include important dates: **[date 1 task]**, **[date 2 task]**. Keep the tone professional but encouraging.

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## Weekly/Module Announcement Example

### *Generic Announcement Template*

Hello everyone, and welcome to **[Insert Module/Week]**! I hope you had a great weekend and are ready for another productive week.

#### **Looking Back**

Last week we worked through **[briefly name topic or focus]**, which gave us a good foundation for moving forward.

#### **Looking Ahead**

This week we will shift our attention to **[briefly name new topic or focus]**. Make sure to review the weekly materials so you stay on track.

#### **Important Dates & Reminders**

- **[Assignment or task]** due **[date]**
- **[Exam, project, or milestone]** on **[date]**
- **[Any campus-wide or course-specific reminder]**

– Instructor

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### *Generic Announcement Template with Discussion Forum*

Hello everyone, and welcome to **[Insert Module/Week]**! I hope you had a great weekend and are ready for another productive week.

#### **Looking Back**

Last week, we explored some important ideas and you all did a great job applying them in your assignments and discussions. I enjoyed reading your posts and seeing the different ways you connected the material to your own experiences.

## **Looking Ahead**

This week, we will be moving into a new set of topics and activities. Be sure to check the weekly module so you can stay on track. The materials are designed to help you not only understand the concepts but also see how they show up in real life.

## **Reminders**

Your first assignment is due on **[Insert Day]** by **[Insert Time]**.

- Please make your initial discussion post by **[Insert Day]** and reply to at least two classmates by **[Insert Day]**.
- Don't forget to review the short video in this week's module before starting your work.

To start the conversation this week, I'd love for you to share one way you've used something you've learned in this course so far in your daily life. It can be big or small, but it's a great way for us to see the value of what we're doing.

Looking forward to another great week with you all!

– Instructor

# Welcome Email Prompt

## AI Prompt:

### Option 1 – Enthusiastic and Personal

- Write a welcome email for students in my online course, [Course Name]. Keep it friendly and enthusiastic. Include what the course is about, how to get started in the LMS, and my contact info. End with a positive message.

### Option 2 – Short and To-the-Point

- Write a brief welcome email for students in [Course Name]. Be warm but concise. Let them know where to go first in the LMS and how to reach me if they have questions.

### Option 3 – Friendly + Professional

- Compose a professional but friendly welcome email for students taking [Course Name]. Let them know the course begins on [date], what materials they need, where to access the first module, and how to contact me. Use a clear, supportive tone.

## Sample Email Templates

**Note:** Remember to edit the brackets to include your information.

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### Generic Email Template

Dear Students,

Welcome to [Insert class name]! My name is [Your Name], and I'll be your instructor for this course. I am excited to meet each and every one of you and help you grow as learners. This semester, we will work together to explore new ideas, challenge ourselves, and achieve our goals.

In this class, we will focus on building a strong foundation in [class subject or topic]. We will do this by engaging in interactive discussions, activities, and projects that will help us learn from one another.

I strongly believe that every student has unique strengths, interests, and learning styles, and I am committed to creating a learning environment where everyone feels valued and supported. If you ever need extra help or have any questions, please don't hesitate to ask.

I am excited to embark on this journey with you and can't wait to see where our learning takes us. Let's have a great year together!

Sincerely,  
[Your Name]

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## **Generic Email Template 2**

Dear College Students,

Welcome to your new class! My name is [Your Name], and I'll be your instructor for this course. I am thrilled to have you here and excited for all that we will accomplish together.

As you embark on this academic journey, I encourage you to be curious, engaged, and collaborative. Our class is designed to challenge you, push your boundaries, and foster new ways of thinking. I want you to ask questions, spark conversations, and share your unique perspectives with one another.

Throughout the semester, you will have ample opportunities to grow and learn. Whether it's through discussions, projects, or assignments, I hope to help you develop new skills and build upon your existing knowledge. Remember, we are all in this together. So, let's work hard, support one another, and make the most of this experience.

Once again, welcome to your new class! Let's get started.

Sincerely,  
[Your Name]

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## **Math Email Template**

Dear Students,

My name is [Your Name], and I'll be your instructor for this course. On behalf of the math department, I would like to extend a warm welcome to all of you who will be taking a math class this semester.

Math can be a challenging subject, but it also provides a great opportunity to develop critical thinking skills and problem-solving strategies that will serve you well in many areas of your life. In this class, you will be exposed to a variety of mathematical concepts, and we are confident that you will find them both challenging and rewarding.

Our department is committed to providing you with all the resources you need to succeed in this class. From experienced faculty members to dedicated math tutors in Academic Support, we are here to support you every step of the way. I encourage you to take advantage of all the resources that are available to you, including office hours, online study materials, and tutors through Academic Support.

I understand that there may be times when you feel overwhelmed or frustrated, but please don't hesitate to reach out. I am here to support you and help you achieve your academic goals. I believe that with dedication, hard work, and a positive attitude, you can succeed in this class and in all your future endeavors.

Once again, welcome to [Insert class name]

Sincerely,  
[Your Name]

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## ***Science Email Template***

Dear Students,

Welcome to our science class! My name is [Your Name], and I'll be your instructor for this course. I am excited to be your teacher and guide you through the fascinating world of science. In this class, we will explore the fundamental principles that shape our understanding of the natural world, from the smallest particles to the largest structures in the universe.

Science is not just a collection of facts to be memorized. It is a way of thinking and questioning the world around us. As such, this class will be both challenging and rewarding. You will be expected to work hard, think critically, and engage with the material in a meaningful way.

But don't worry, I am here to help you along the way! I am committed to supporting you in your learning journey and providing you with the tools and resources you need to succeed. So, let's get started! I am eager to see what we can achieve together this semester and look forward to getting to know each and every one of you.

Best regards,  
[Your Name]

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## ***English Email Template***

Dear College Students,

Welcome to your English class!

My name is [Your Name], and I'll be your instructor for this course. My goal is to help you improve your communication skills in English and refine your critical thinking abilities through the study of research, literature, and writing. You will have plenty of opportunities to engage in discussions, participate in group exercises, and work on independent writing projects that will challenge your creative and analytical abilities.

I am here to guide and encourage you, whether you need help with formatting, citations, grammar, or just need someone to bounce ideas off of. Additionally, the Writing Center is also available to help you progress in this class. We are committed to your success and will work hard to ensure that you have the tools and resources you need to achieve your goals.

So, welcome aboard! I can't wait to see what you'll accomplish this semester. Should you have any questions or concerns, please don't hesitate to reach out to me. Here's to a successful semester ahead!

Best regards,  
[Your Name]

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## ***History Email Template***

Dear College Students,

Welcome to your history class! My name is [Your Name], and I'll be your instructor for this course. I'm excited to be here to assist you with all your academic needs. History is a fascinating subject that enables us to understand and appreciate the world we live in today.

Throughout this course, you will be learning about a variety of historical events, individuals, and societies that have shaped our world. You will be analyzing primary sources, discussing important historical topics, and developing your critical thinking skills.

I wish you all the best for your studies, and I hope you enjoy the class! Let's work together to make this an exciting and enriching academic experience.

Best regards,

[Your Name]

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### ***Business Email Template***

Dear College Students,

Welcome to our business class! My name is [Your Name], and I'll be your instructor for this course. I am excited to have you on board and look forward to embarking on this exciting journey of learning and growth together. As you settle in, I want to assure you that I am committed to providing you with the best possible learning experience.

In this course, we will explore various aspects of business, including entrepreneurship, marketing, accounting, finance, and management. My aim is to equip you with the knowledge and skills necessary to succeed as a business professional in today's highly competitive global environment.

Throughout the semester, I will challenge you to think critically, engage in meaningful discussions, and collaborate with your peers. I encourage you to actively participate in class, ask questions, and contribute to a lively learning environment.

I believe that this class will be both challenging and rewarding and am excited to guide you on this journey. I wish you all the best and look forward to getting to know you better.

Sincerely,

[Your Name]

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### ***Nursing Email Template***

Dear College Students,

Welcome to your nursing class! My name is [Your Name], and I'll be your instructor for this course. Nursing is a demanding and rewarding profession, and I commend you for making the decision to pursue it.

Throughout this class, you will learn essential skills and knowledge that will prepare you for your future career as a nurse. You will study anatomy, physiology, patient care, and many other topics that are crucial to your success in the field of nursing.

I wish you the best of luck in your nursing class. Remember to stay focused, stay motivated, and never hesitate to ask for help when you need it. With hard work and dedication, you can achieve great things in your career as a nurse.

Sincerely,

[Your Name]

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### ***Art Email Template***

Dear College Students,

Welcome to our art class! My name is [Your Name], and I'll be your instructor for this course. I am thrilled to have you join us this semester and look forward to exploring your creativity and talents together.

This art class is designed to help you develop your artistic skills, techniques and creativity, while also encouraging you to express your own unique artistic vision. Whether you are a seasoned artist or just starting out, I am here to guide and support you every step of the way.

I encourage you to participate in class discussions, critiques, and activities, and to take advantage of the many resources available to you. Our instructors are passionate about art and are always happy to answer any questions you may have.

I hope you find this class to be an inspiring and enriching experience, and we look forward to seeing your artistic growth and development as the semester progresses.

Welcome again, and let's make some art together!

Sincerely,

[Your Name]

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### ***Music Email Template***

Dear Students,

Welcome to our music class! My name is [Your Name], and I'll be your instructor for this course. I am excited to have you as part of our musical community this semester. Our class aims to provide you with a solid foundation in music theory and appreciation, as well as opportunities to explore your musical interests and develop your skills.

I understand that taking a music class can be both challenging and rewarding. However, I am here to support you every step of the way.

Throughout the semester, you can expect to participate in a variety of musical activities, from listening and analyzing music to composing and performing your own pieces. In addition, I will provide you with resources and tools to help you deepen your understanding of music and its role in our lives.

I hope that this class will be a fun and enriching experience for you. Let's make some beautiful music together!

Sincerely,

[Your Name/Instructor Name]

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### ***Computer Email Template***

Dear Students,

Welcome to our computer class! My name is [Your Name], and I'll be your instructor for this course. Whether you're a computer science major or just fulfilling a requirement, I'm excited to have you all here.

In this class, we'll be exploring the ins and outs of computers. From hardware to software, we'll cover everything you need to know to become a computer whiz. We'll delve into programming, web development, databases, and more. There's so much to learn, and I can't wait to see what you all accomplish.

I understand that computers can be intimidating, but don't worry. We'll start with the basics and work our way up. By the end of the course, you'll be surprised at how much you've learned.

I encourage you all to ask questions, participate in discussions, and engage with the material. I want this class to be interactive and engaging. If you ever need extra help or guidance, don't hesitate to reach out to me.

Let's have a great semester together!

Best,

[Your Name]

# Discussion Forum Prompt

## AI Prompt:

### Main Question

This week we are focusing on **[topic]**. To get us started, think about how this idea connects to your own life, community, or future career. Share your perspective by answering the following question: *How does [topic] show up in your daily life, in the news, or in a situation you've experienced or observed?*

### Student Instructions

- Write a short post (**Insert Length**) that shares your thoughts or an example.
- After posting, read your classmates' responses and reply to at least two of them. In your replies, you can ask follow-up questions, make connections to your own experiences, or expand on their ideas.

## Sample Discussion Forum Prompts Templates

### English

Have you ever read something online that made you stop and think, “Wait, this doesn’t sound right?” The way something is written can completely change how we understand it. Share an example of a piece of writing, maybe an article, ad, or even a social media post, that shaped the way you thought or felt about something. After you post, reply to at least two classmates by comparing your examples or explaining how their example connects to something you’ve seen.

### History

When you look at today’s debates about rights and fairness, it is clear they connect to struggles people faced long ago. History has a way of repeating itself. What is one historical event or figure that you think still matters today, and why? After posting, read a couple of your classmates’ responses and reply with either a connection to your own example or a question that helps them expand their idea.

### Science

Science is not just something in a textbook. It is in the news, in the food we eat, and in the air we breathe. Whether we are talking about viruses or the environment, science is everywhere. What is one science-related issue you think has an impact on your community right now? Once you post, reply to at least two classmates by adding an example from your own community or by suggesting a possible solution to the issue they mentioned.

### Information Technology

Think about what happens when your phone freezes, the Wi-Fi goes down, or an app crashes. Behind the scenes, IT professionals are the ones keeping things running. What piece of technology

do you rely on the most every day, and how different would life feel without it? After posting, reply to classmates by comparing your tech choices or by asking how they would handle life without the technology they chose.

### ***Health***

The choices we make every day, such as what we eat, how much we sleep, and how we deal with stress, all add up to affect our health. Sometimes small habits make the biggest difference. What is one health habit that helps you feel your best, or one you would like to improve? After you post, reply to classmates by offering encouragement, sharing a tip that has worked for you, or asking a thoughtful follow-up question.

### ***Music***

Music has a way of sticking with us whether it is blasting through your car speakers, setting the mood in a movie, or just helping you relax after a long day. What is a song, artist, or style of music that means a lot to you, and why? After you post, reply to your classmates by sharing if you've listened to their choice, recommending a related song or artist, or asking them a question about their music preferences.

### ***Math***

Math shows up in more places than we think. It helps when figuring out how to split a bill, double a recipe, or decide if a sale is really a good deal. What is one way you have used math in everyday life, and how did it help you? After posting, reply to classmates by comparing your examples or suggesting another everyday situation where their example of math might also apply.

## **Flexible Deadlines (“Life Happens” Syllabus Statement)**

I know that unexpected things come up and sometimes it is hard to meet a deadline. To support you, each student has the option to use this policy once during the semester to receive extra time on an activity or assignment. No questions asked. Just let me know if you would like to use your “life happens” extension, and we will adjust the deadline. Please note that this policy does not apply to final projects, exams, or any activities due at the end of the semester once grades are being finalized.