

Welcome E-Mail: send it out about 10 days before the first online meeting (month day). Feel free to adjust the e-mails as you wish, these are only suggestions with necessary information.

Subject: Welcome to **SURVxxx!**

Welcome to **SURVxxx – course title!**

Thank you for deciding to take this online course this term. My name is **XXX**, and I am the instructor in this course.

All materials for this course (videos, handouts, readings, assignments, online meetings, exams) will be administered through <http://jpsmonlinedev.umd.edu/>. If you have not signed up for the site before, please follow this link and create an account (see "First time user guide" on top of the page).

Once you have created your account, you can then enroll in the "**SURVxxx – course title**" course site by using the enrollment key "**keyxxx**". If you have technical problems signing up for the site, please contact Karin Frößinger (froessinger@uni-mannheim.de).

On the course website you will find the syllabus for this course, please read the syllabus carefully to familiarize yourself with the concept of this course.

If you ordered the book, but it hasn't been yet delivered to you, you can read part of the first chapters either on Google Books or Amazon.

Our first online meeting will be held on **weekday, month date at time**. Before joining the first meeting on **weekday**, please make sure that you review all the materials for Unit 1, i.e., do the assigned readings, watch the videos, and send questions that you would like to discuss during the meeting by replying to the thread opened on the JPSM News forum (**LINK**). **Note that Homework #1 is due on date**

If you have any questions regarding the concept of the course or the materials for Unit 1, please feel free to send me an email.

I am looking forward to having you in our course.

Best regards,
XXX