Instructor: Mr. Willis  
Spring 2011  
Course Guidelines for Online Students in ESC100F: Physical Geology  

Section number: CRN 23368  

(Last updated, January, 2011)  

6. E-Mail Rules of Conduct!  

If you have any questions, comments, problems, issues, concerns, interesting news, please send an e-mail to Mr. Willis at mwillis@fullcoll.edu or through the CE6/8 e-mail for the course.  

E-mail Priority:  

1) I check and respond to my mwillis@fullcoll.edu e-mail address first. This address is good for more rapid responses.  

2) On a less frequent basis I check and respond to the CE6/8 e-mail  

Please put your NAME and SECTION (ONLINE) as the first line of all e-mails. E-mails without this information will not be answered.  

Please indicate a SUBJECT for your e-mail (like "Help", "a quick question", question about exam", etc). E-mails without subjects are rude and you don't want to be rude, do you? E-mails without a name or subject will not be answered.  

Please NEVER send attachments. Copy and paste your message into the body of an e-mail. This is especially true for any forwards you might try to send us. Some e-mail services automatically turn forwards into attachments. Please don't send forwards. Attachments are the number one vector for dangerous computer viruses and we will delete them no matter what.  

I try to respond to an e-mail sent to the mwillis@fullcoll.edu address within 72 hours. If you don't receive a message back, please send your e-mail again. Don't wait days for me to respond. If you don't hear from me, it could be that your e-mail inbox is full (always check this first) or that your e-mail address was incorrectly transmitted, or some other technology glitch. Please feel free to send another e-mail. I rather get too many e-mails from you than none.