

SAMPLE WELCOME MESSAGE WITH DETAILS ABOUT THE COURSE

From: Dr. Profes  
Sent: mm/dd/yy  
Subject: Welcome to CLA101

Dear CLA101 Students:

Welcome to CLA101 Communication and Information. My name is Dr. Profes, and I am your instructor in this course. In addition to welcoming you to the course, I would like to give you some helpful information and a few hints for successful completion of this course.

For many of you, this is your first experience with an online course. Online courses provide a different way to study and place different skills from students. You will find that, as an online learner, self-motivation and discipline are paramount. This means that you are completely responsible for establishing and maintaining a regular study system. In addition, some students anticipate that online courses will be easier than face-to-face courses. From my experience, mostly students say....they are NOT. You will be responsible for the same course materials and the same standards of excellence that are required in the face to face courses. While the E-learning team and I will provide you with support during the course but you should be aware of the self-discipline required to successfully complete CLA101.

To access the site you will need to go to <http://compass2g.illinois.edu>. You will have access to the course site by (DATE AND TIME). Classes start on the 00th June. It is important to get started right away and to maintain the pace outlined in your course materials, you must keep current with the 08-week schedule. My experience with online study is that getting started and keeping on schedule are most important to successful completion.

Review the course instructions in your Syllabus and course homepage in Compass. They provide important information about the purpose of assignments. Previous successful students have indicated that reviewing the Chapter Highlights at the end of each chapter and Learn smart tutorial/ practice tests increase your understanding of the course materials and preparation for examinations.

If you have not seen the orientation materials for the course, please do so, by going to:  
<http://business.illinois.edu/elearning/courseinfo/summer2012.html>.  
The required materials for CLA101 are:

TEXT & REQUIRED MATERIALS:

1. Required Textbook: Management, University of Illinois Edition, McGraw Hill.  
Authors: Jones & George. ISBN 007758449X  
Available at TIS bookstore Champaign. McGraw Hill created a package for the bookstore that will include the book, in a loose leaf version and Connect Plus.

You can also buy E-book + Connect. Students have the option to purchase E-book and online access to Connect Plus as they follow the registration process online. The registration process begins by students going to the Connect web address that was created for CLA101 course section. You can find that unique URL on your section home page in Compass with name "Connect". Here's the link I copied for you to get :

[http://connect.mcgraw-hill.com/class/s\\_shabbir\\_mgt\\_organizational\\_behavior\\_summer2012](http://connect.mcgraw-hill.com/class/s_shabbir_mgt_organizational_behavior_summer2012)

2. Required access to McGraw-Hill "Connect" software. This is bundled with new textbooks but can be purchased separately if desired as mentioned above.

[http://connect.mcgraw-hill.com/class/s\\_shabbir\\_mgt\\_organizational\\_behavior\\_summer2012](http://connect.mcgraw-hill.com/class/s_shabbir_mgt_organizational_behavior_summer2012)

3. Required purchase of Harvard Business School Change Management Simulation. Instructions to be posted on Compass. Cost will be \$10-\$15. To register for the simulation visit:

<http://cb.hbsp.harvard.edu/cb/access/13841389>

4. Broadband access to the Internet and your IL Compass account.

**\*5. Please use Class Discussion Forum ( in Compass) instead of instructor's e-mail for your general questions.**

Thank you and good luck

Course Instructor