LC State

Nursing and Health Sciences

Online Course

Communication Plan

Communication is key in any course but with online courses it can be particularly challenging. A communication plan has been established for the course and is available in the syllabus and course Blackboard page.

**Email:** Email is the preferred method of communication in the course by both students and faculty. For this course all faculty email is the faculty name and @lcsc.edu. Please refrain from using the Blackboard email. All student emails that pertain to official LCSC business must be sent through the LCMail system. Please do not use your personal email accounts for official LCSC business. You may forward your personal email to the LCMail system. Contact IT for assistance.

Email is typically answered within 24 hours on weekdays and 48 hours on weekends. If you have not gotten a response within 48 hours of sending an email to faculty, please resend as it may have ended up in a junk file. If it is a holiday or a school break such as Thanksgiving or spring break, most faculty will leave an auto reply for email if they are not in the office or unavailable to answer emails within the usual response time.

**Phone Calls/Texts:** All faculty have office phones and that number is on the course syllabus and campus directory. Occasionally faculty give out personal mobile phone numbers for calls and texts. Check with specific faculty for this information.

For the purposes of this course, phone calls and texts are typically answered within 24 hours during business days and 48 hours on the weekends. If you leave a message and your call is not returned within the aforementioned timeframe, please call again.

**Office Hours:** All faculty maintain regular office hours. However for online students it may be easier to participate in virtual office hours. Please check with specific faculty for that option.