# EPF Email Templates

## First Email – Preliminary

Dear EPF faculty,

Happy first week! As you’re settling into your classes and getting to know your students, I wanted to reach out to remind you that as an instructor of the above courses, you’re on our list of participants for Early Performance Feedback.

This means that around week 4, you'll be asked to do a quick assessment regarding whether your students are meeting expectations for your class thus far. You'll provide a "Y" or "N" indicator in Canvas at that time.

**The EPF program is designed to offer support to these students (and others who would like more help) so that they're more likely to succeed in your course and beyond. It’s an enormously helpful tool for both your students and for the university to help students succeed.**

New students aren’t always used to the university environment and expectations. They often misinterpret even basic cues regarding their performance in our classes, with the result that they may fall behind and have a difficult – if not impossible – time getting back on track. We know that feedback is an essential mechanism in the adjustment process. Therefore, the EPF program aims to:

* Increase the level of feedback on academic performance for (particularly) first-year students
* Powerfully communicate to students that early effort and performance matter
* Connect students proactively to relevant academic support resources
* Identify students early who may be encountering severe difficulties that require more intensive intervention

I’ll be sending out information regarding how to let your students know about the EPF program, how to enter the feedback into Canvas, and important dates when the time comes!

For now, if you have any questions or concerns about participating in the EPF program, please see the following links:

* [Early Performance Feedback - Outreach and Support](https://outreachandsupport.colostate.edu/earlyintervention/early-performance-feedback/)
* [Early Grade Performance Feedback with Canvas](https://canvas.colostate.edu/wp-content/uploads/sites/41/2018/05/CanvasEarlyPerformance.pdf)
* [U-Turn: A One-Stop Shop for Academic and Transition Success – TILT – Colorado State University](https://tilt.colostate.edu/Learning/UTurn)

You are also more than welcome to reach out with questions by contacting me. We're here to help!

Have a great rest of the week.

DEPARTMENT COORDINATOR

## Second Email – Info Email W/ Dates

Hello EPF course Instructors,

I hope this semester is off to a great start for you and your students. It's about that time of the year to take a moment to assess how your students are doing in your classes.

Offering feedback on students' performance can help them figure out if they're on the right track or not. If they need assistance, this is the time of the semester to help students become aware of their resources and get them back on track.

Your participation in the EPF program is highly valued by the department, the college, and the university. Our hope with EPF is to step in to offer assistance to struggling students while they still have time to turn things around.

**What is Early Performance Feedback?**

For those of you who are new to EPF, instructors participate in the program by taking just a few minutes to indicate if students are meeting expectations or not by submitting a "Y" or "N" indicator in Canvas for all students. Click the link below to learn more about what the EPF program does, why we participate, and more!

[Early Performance Feedback - Outreach and Support](https://outreachandsupport.colostate.edu/earlyintervention/early-performance-feedback/)

**The deadline to participate is INSERT DEADLINE.**  To participate, please do the following:

1. Notify your classes that you will be participating in this program. There is a "Dear Students" handout attached to this email. You will also find enough hard copies of this handout in your mailbox by the end of this week that you can pass out to your students in class. Feel free to share this on Canvas through announcements, talk about this information in class and pass out the hard copies, and/or post this information for students to read on their own.

2. You should all find a "Meets Expectations" column in your Canvas grade book by INSERT DATE. By the INSERT DEADLINE**,** type either a "Y" for "meets expectations" or "N" for "does not yet meet expectations." Students who warrant an "N" may have demonstrated one or more of the following:

* Grades on assignments, quizzes, tests or papers that earned below a C.
* Numerous missed low-stakes assignments (homework, process work, etc)
* Frequent or excessive absences (2 or more is problematic at this point)
* Poor class participation, excessive tardiness, lack of preparedness for class
* Any other warning signs you've noticed that cause concern about whether the student may struggle to pass the class

You can manually input the "Y" or "N" in the grade book, OR you can auto-populate if you determine that to be a faster approach. Instructions for auto-populating your grade book are attached to this email.

**What happens next?**

* Follow up with your "N" students. Invite them to your virtual office hours to discuss why you believe they are not yet meeting expectations. I recommend doing this follow-up within a week after you submit on Canvas (so you can talk to the student before they are notified by others on campus).
* By INSERT DATE "N" students will be notified by the EPF team. Students may also be notified by residence halls or off-campus student services who will emphasize the importance of early performance and may direct students to appropriate resources.
* Academic Support Coordinators will actively reach out to these students to offer assistance.
* Students will be invited to attend the "U-Turn" event, which will offer guidance in creating a plan for individual success and will familiarize students with all of their resources. **The Virtual "U-Turn" event is open to ALL STUDENTS even if they did not receive an "N." The Virtual U-Turn event will take place on INSERT DATE.** You can access more information about U-Turn by clicking on this link: [https://tilt.colostate.edu/learning/uTurn/](https://tilt.colostate.edu/learning/uturn)

We will send out a reminder email as we near the INSERT DATE deadline.

If you have any questions about this program, please don't hesitate to email me. And thank you for your participation!

Best,

EPF DEPARTMENT COORDINATOR

## Third Email – Deadline Reminder Email

Good morning EPF course instructors,

This is just a friendly reminder that Early Performance Feedback is due this **INSERT DEADLINE.** To provide your feedback, simply go to your Canvas gradebook and input a "Y" or "N" to state whether each student is currently meeting class expectations. That's it for this deadline!

Follow up:

* Be sure to email "N" students to discuss why they aren't yet meeting expectations and what they might do to get back on track. Inviting them to office hours can be helpful.
* By next week, advisors and others from the EPF team will reach out to "N" students to offer them assistance and/or help them become acquainted with appropriate resources.
* ALL students are invited to attend the U-Turn event, a "one-stop shop for academic and transition success" will take place on INSERT DATE as a virtual event. Details can be found here: <https://tilt.colostate.edu/learning/uturn>. Students identified as "not meeting expectations" may especially want to consider going to the U-Turn event.

Thank you for your participation in Early Performance Feedback. This small step can make a big difference for our students!

If you have any questions or concerns, don't hesitate to reach out

Have a great week!

EPF DEPARTMENT COORDINATOR