

Dear students, please read my e-mail policy:

All e-mail messages must be subject to some basic rules of formality. E-mails that do not meet these standards will not receive any answer.

(1) Use formal and proper language.

2) The subject of the e-mail must be the name of the course you attend.

(3) Anonymous e-mails will be disregarded. Please, write your full name.

(4) Read the course syllabus and the contents of the course website carefully before sending an e-mail. E-mails with questions whose answers can be found in the syllabus, in the class material, or on the website will be disregarded.

5) Please avoid asking questions that could be raised in class or during office hours. (6) I will reply to students' e-mails only during the work week (Monday - Friday).