

**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 carefully the course syllabus and the contents of the course website before sending an e-mail. E-mail with questions whose answers can be found in the syllabus, in the class material or in 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).