

Hilah Kaufman, Psychology, College of Humanities and Social Sciences

Title: Weekly Wrap-Up Emails to Support Student Engagement

In fully asynchronous courses, students sometimes struggle with pacing, prioritization, or staying engaged. To address this, I use a consistent weekly “wrap-up” email sent every Monday morning.

Each message includes three brief components: (1) a recap of the current assignments due, (2) a preview of what is coming next, and (3) any key reminders, deadlines, or relevant campus resources. While this began as a simple reminder of what was due, it has evolved into a central structure that supports both organization and engagement.

This approach creates a predictable rhythm that helps students plan their time, particularly those balancing coursework with work or family responsibilities. It also reduces cognitive load by clearly signaling what matters most each week. In an asynchronous environment, this regular touchpoint provides a sense of connection and continuity.

I have found that these emails frequently prompt students to reach out with questions or concerns, allowing me to intervene early and provide support before they fall behind. Over multiple semesters, students have consistently reported that these weekly messages are helpful in keeping them on track.

This strategy is simple to implement but has had a meaningful impact on student engagement, communication, and follow-through in asynchronous learning environments.