

# READY-TO-USE PROMPTS

For student intervention emails

This prompt library provides templates for generating custom intervention e-mails to students who are absent, missing assignments, or not completing parts of tasks across various teaching formats and times in the term.

## Directions

To use this library, simply choose the prompt stem that fits your situation, copy it into Copilot, and fill in the bolded brackets with specific details to create a personalized email. Make sure not to include student names or personal information—add those yourself when you finalize the message for your student.

## Be the human-in-the-loop:

Always read through the generative AI's output, adjust and customize it as needed. Sometimes generative AI can make mistakes, use an incorrect tone, or be more verbose or less detailed than you'd prefer. Treat the output as a draft and ensure everything is accurate and appropriate before sending your final message

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## Absence E-mails

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Copy and paste these prompts into Saint Leo University's CoPilot. Add the information found in bold to customize your prompt.

### For On-ground contexts

Write a professional, authentic and encouraging email from a professor to a student who has missed **[Number of Days]** days of **[course title]** class. Offer to talk after class or schedule a meeting in person or on zoom. Emphasize that consistent attendance is important to help them learn the content. Offer the following course resources to help support them **[insert course pages, texts or information that may help]**. Remind them I believe in their abilities.

### For online contexts

Write a professional, warm and encouraging email from a professor to a student who has not accessed the **[course title]** course in **[number of days]** Offer to meet during office hours on zoom or schedule a one-on-one meeting zoom for a different day or time. Ask when would work best for them. Emphasize that consistent engagement is important to help them learn the content. Offer the following course resources to help support them **[insert course pages, or information that may help]**. Remind them I believe in their abilities.

## Missing Assignments

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### On-Ground contexts

#### Missing one or more assignments.

Write a professional, warm and encouraging email from a professor to a student who has missed **[Number of assignments]** from **[course title]** class. Be understanding about how life happens and ask if they need assistance on any part of the assignment(s). Offer to talk after class or schedule a meeting in person or on zoom. Emphasize that it's important to submit the assignments as soon as possible to prevent the work from piling up and becoming stressful. Offer the following course resources to help support them **[insert course pages, texts or information that may help]**. Remind them I believe in their abilities.

#### Missing specific assignments or components

Write a professional, warm and encouraging email from a professor to a student who is missing the following **[List specific assignments, or missing components from assignments]** for **[course title]**. Let them know I understand that life happens and ask if they need assistance on any part of the assignment(s). Offer to meet during office hours, after class or schedule a one-on-one meeting in person or on zoom for a different day or

time. Ask when would work best for them. Offer the following course resources and tips to help support them **[insert course pages, or information that may help]**. Remind them I believe in their abilities and hope to hear from them soon.

### Missing specific assignments or components

Write a professional, warm and encouraging email from a professor to a student who is missing the following **[List specific assignments, or missing components from assignments]** for **[course title]**. Let them know I understand that life happens and ask if they need assistance on any part of the assignment(s). Offer to meet during office hours, after class or schedule a one-on-one meeting in person or on zoom for a different day or time. Ask when would work best for them. Offer the following course resources and tips to help support them **[insert course pages, or information that may help]**. Remind them I believe in their abilities and hope to hear from them soon.

## Online contexts

### No assignment submissions in Week 1

Write a professional, warm and encouraging email from a professor to a student who has not submitted any week one assignments from **[course title]** class. Let them know I understand that life happens and ask if they need assistance on any part of the assignment(s) or technical help navigating the online course shell. Offer to meet during office hours on zoom or schedule a one-on-one zoom meeting for a different day or time. Ask when would work best for them. Emphasize that consistent engagement is important to help them learn the content and prevent the stress of making up multiple assignments. Offer the following course resources and tips to help support them **[insert course pages, or information that may help]**. Remind them I believe in their abilities and hope to hear from them soon.

### No assignment submissions in two or more weeks

Write a professional, warm and encouraging email from a professor to a student who has not submitted assignments for weeks **[week numbers]** for **[course title]**. Let them know I understand that life happens and ask if they need assistance on any part of the assignment(s) or technical help navigating the online course shell. Offer to meet during office hours on zoom or schedule a one-on-one zoom meeting for a different day or time. Ask when would work best for them. Emphasize that they still have time to catch up and finish strong, consistent engagement is important to help them learn the content and prevent the stress of making up multiple assignments. Offer the following course resources and tips to help support them **[insert course pages, or information that may help]**. Remind them I believe in their abilities and hope to hear from them soon.

### Missing specific assignments or components

Write a professional, warm and encouraging email from a professor to a student who is missing the following **[List specific assignments, or missing components from assignments]** for **[course title]**. Let them know I understand that life happens and ask if they need assistance on any part of the assignment(s). Offer to meet during office hours on zoom or schedule a one-on-one zoom meeting for a different day or time. Ask when would

work best for them. Offer the following course resources and tips to help support them **[insert course pages, or information that may help]**. Remind them I believe in their abilities and hope to hear from them soon.

### Consistently missing required components

Write a professional, warm and encouraging email from a professor to a student who is submitting work but is frequently missing the following required components **[List missing elements such as peer reviews, reflections, citations or incorrect submission types]** for **[course title]**. Let them know I appreciate their effort and understand that life happens, while emphasizing the importance of completing all required parts as outlined in the directions. Ask if they need clarification or assistance with any of the requirements. Offer to meet during office hours on Zoom or schedule a one-on-one Zoom meeting for a different day or time. Ask when would work best for them. Offer the following course resources and tips to help support correct submissions **[insert course pages, or information that may help]**. Remind them I believe in their abilities and hope to hear from them soon.

## Thanksgiving Reminder E-mails

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### Before Thanksgiving

#### Professional and Authentic Version

Write a professional, authentic and encouraging email from a professor to students wishing them a happy Thanksgiving Break. Remind them that it is important to stay on top of their assignments and course work. Emphasize avoiding procrastination to help reduce stress and avoid subpar work. Remind them that they can reach out for help and offer the following resources **[insert course resources]** Remind them I believe in their abilities and wish them a safe and joyful break.

#### Professional and humorous version

Write a professional, humorous and encouraging email from a professor to students wishing them a happy Thanksgiving Break. Remind them that it is important to stay on top of their assignments and course work. Emphasize avoiding procrastination to help reduce stress and avoid subpar work. Remind them that they can reach out for help and offer the following resources **[insert course resources]** Remind them I believe in their abilities and wish them a safe and joyful break.

### After Thanksgiving

#### Professional and authentic version

Write a professional, authentic and encouraging email from a professor to students welcoming them back from Thanksgiving Break. Provide encouragement to finish the semester strong and emphasize their opportunity to show off their skills. Remind them that it is important to stay on top of their assignments and course work. Emphasize avoiding procrastination to help reduce stress and produce work they are truly proud of. Remind them that they can reach out for help and offer the following resources **[insert course**

**resources]** Remind them I believe in their abilities and look forward to what they will do for the rest of the course.

### **Professional and energetic version**

Write a professional, energetic and encouraging email from a professor to students welcoming them back from Thanksgiving Break. Provide encouragement to finish the semester strong and emphasize their opportunity to show off their skills. Remind them that it is important to stay on top of their assignments and course work. Emphasize avoiding procrastination to help reduce stress and produce work they are truly proud of. Remind them that they can reach out for help and offer the following resources **[insert course resources]** Remind them I believe in their abilities and look forward to what they will do for the rest of the course.