

## Cathy Yu

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**From:** 'James Montgomery' via ls-dept-admins <ls-dept-admins@g-groups.wisc.edu>  
**Sent:** Tuesday, February 22, 2022 8:20 AM  
**To:** ls-chairs-all@g-groups.wisc.edu; ls-dept-admins@g-groups.wisc.edu  
**Cc:** Shirin M Malekpour; Amanda Mahr  
**Subject:** FW: Summer Term 2022 communication toolkit available in Box

TO: L&S Chairs, Directors, and Department Administrators

ACTION REQUESTED: Please share the message below with faculty or staff responsible for summer-term marketing.

CONTACT: Questions can be sent directly to DCS at [steven.wright2@wisc.edu](mailto:steven.wright2@wisc.edu).

It's not too early to start thinking about summer-term communications strategies. I'm grateful to the Division of Continuing Studies for once again preparing a communications toolkit for departments. This toolkit is available at the link in the message below. You can directly contact DCS with any questions about the toolkit or summer marketing more generally. Best,

James Montgomery

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**From:** APHRA S MEDNICK <aphra.mednick@wisc.edu>  
**Sent:** Monday, February 21, 2022 8:51 AM  
**To:** David Noyce <danoyce@wisc.edu>; Shirin M Malekpour <shirin.malekpour@wisc.edu>; James Montgomery <james.montgomery@wisc.edu>; Brian W Mayhew <brian.mayhew@wisc.edu>; Annette Mcdaniel <amcdaniel@wisc.edu>; Karen Wassarman <karen.wassarman@wisc.edu>; Barbara Pinekenstein <pinekenstein@wisc.edu>; Katie Bleier <katie.bleier@wisc.edu>; Kevin Kelly <kevinkelly@wisc.edu>; ANNA M GADE <amgade@wisc.edu>; Adam Nelson <adam.nelson@wisc.edu>; Parmesh RAMANATHAN <parmesh.ramanathan@wisc.edu>; Melgardt De Villiers <melgardt.devilliers@wisc.edu>; JAMES L KECK <jlkeck@wisc.edu>  
**Cc:** STEVEN WRIGHT <steven.wright2@wisc.edu>; KERI L JOHNSON <keri.johnson@wisc.edu>  
**Subject:** Summer Term 2022 communication toolkit available in Box

Good morning,

Please share the information below with your school/college communicators and department chairs. We'll also be sharing the information on Advisor-link.

The Summer Term 2022 communications toolkit is available for your use. The Summer Term schedule of classes is live and the toolkit provides ready-for-use and customizable materials that can be tailored to your specific school/college/department summer courses and opportunities to share with students. This year we've tailored the toolkit with more tools to engage with students virtually. The toolkit is located in Box, [Summer 2022 Communications Toolkit | Powered by Box](#) includes:

- PowerPoint and flyer templates
- Email and newsletter samples
- Social media posts
- High-quality Summer Term images
- Lecture slide

Additionally, we are offering 1:1 support to help you better understand the resources in this toolkit and work with you to build a plan on how to best communicate your department's summer courses to interested students. To set up a consultation or for questions about this toolkit, please email Steven Wright at [steven.wright2@wisc.edu](mailto:steven.wright2@wisc.edu).

We look forward to working with you,  
Aphra

Aphra S. Mednick  
Associate Dean, Summer Term & Badger Precollege  
Interim Director, Office of Youth Protection  
Division of Continuing Studies  
University of Wisconsin-Madison