

INTRODUCTION:

Interactions in an online classroom are in a written forum. Your comfort level with expressing ideas and feelings in writing will add to your success in an online course. The ability to write is necessary, but you also need to understand what is considered appropriate when communicating online. The following expectations are to ensure that each student receives the best possible learning experience. Repeated failure to meet these expectations may result in a lower grade for the course.

The word “netiquette” is short “internet etiquette.” Rules of netiquette have grown organically with the growth of the internet to help users act responsibly when they access or transmit information online. As a student in this course, you should be aware of the common rules of netiquette for the web and employ a communication style that follows the guidelines. Below are a few rules of thumb to employ in this course:

- Wait to respond to a message that upsets you and be careful of what you say and how you say it.
- Use boldface and italics sparingly, as they can denote sarcasm.
- Always practice good grammar, punctuation, and composition. This shows that you’ve taken the time to craft your response and that you respect your classmate work.
- Keep in mind that threaded discussions are meant to be constructive exchanges.
- Be respectful and treat everyone as you would want to be treated yourself.
- Before asking a question on a discussion board, see if there is an FAQ, or if someone already asked the question and there is an answer.
- Stay on topic: Don't stray from the main points.
- Refrain from typing in ALL CAPS OR USING EXTRA PUNCTUATION!!! It's interpreted as screaming.
- Choose your words carefully; be mindful of poor word choices and phrases and how they are interpreted.
- Ask for help politely and thank the person for their time and assistance.
- If you're assisting someone make sure your response is accurate. If not, let them know upfront you are taking your best guess at it.
- It's OK to respectfully disagree with opinions and feel strongly about your own as long as all sides are civil and applying netiquette.
- Be succinct. If there is a mandated word count, meet that guideline as close as possible without going over.
- Present the truth, credible sources, and soundness to your argument. No personal attacks against the opposing side.
- If referring to something someone said in an earlier dialog; take a few lines from their posts and use quotes "".
- Keep up on the recent discussions, opinions may have changed or issues were resolved.

- Edit your post if you've made a mistake. Don't delete information, repost your new conclusions and summaries.
- Follow additional rules and guidelines for online discussions your professor had posted.



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