

Discussion Board Etiquette

1. Please be respectful of others and keep your language polite. You are expected to show respect towards others and to their opinions. Refrain from personal attacks on others. It might be helpful to read your posts out loud before you select submit. The tone of your communication is very important. Remember that each comment is coming from a real person.
2. The Discussion Board is part of a college course. Your writing style should conform to the rules of standard English. Use standard spelling and avoid slang. For example:
 - you, not u
 - you're, not ure
 - to or too, not 2
 - right, not rite
3. Be open to being challenged on your ideas. Challenge others with the intent of facilitating growth. Do not embarrass, degrade or humiliate others. Never make insulting or abusive comments toward another person. It is okay to disagree with ideas, but do not make personal attacks.
4. Remember that others will be able to read your posts. Be careful about posting anything that is too personal about you or others.
5. Make a commitment to learning about, understanding, and supporting your fellow students. Recognize and value the experiences, abilities, and knowledge each classmate brings to the course. Be tolerant of other people's ideas and beliefs.
6. There are no physical gestures that go along with your posts. Make sure everyone realizes when you are trying to be funny or sarcastic.
7. Avoid the use of ALL CAPS. Use proper sentence case.
8. Avoid the use of fancy formatting such as crazy fonts, smileys, unusual text colors and anything animated.
9. Stay on topic. Read the discussions and post messages about the topic. Ask clarifying questions when appropriate.
10. If you find something on the discussion board that is upsetting or unacceptable, make sure to let the professor know about it as soon as possible.