



APPROPRIATE ONLINE BEHAVIOR

Because online communication generally lacks visual cues common to face-to-face interactions, you are expected to follow these standard netiquette rules when communicating with your instructor and peers in this class:

- Be sensitive and reflective to what others are saying.
- Don't use all caps. It is the equivalent of SHOUTING.
- Don't flame - These are outbursts of extreme emotion or opinion.
- Wait to respond to a Discussion post that upsets you. Think before you reply. You can't take it back!
- Be considerate and respectful. Offensive or threatening language, inflammatory assertions, personal attacks, and other inappropriate communication will not be tolerated.
- Don't use abbreviations or acronyms unless the entire class knows them.
- 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 classmates' work.
- Use clear subject lines.
- Use spell check!
- Be forgiving. Anyone can make a mistake.