

## Discussion Board Etiquette

Students,

A good portion of the grade for this class is based on class participation. Being online only, I want to make sure you understand what is expected of you regarding your responses to other student's posts. Make sure to participate – it's not enough to just read other comments, you are expected to contribute. If you have any concerns over anything that is posted to the discussion board, make sure to notify me immediately.

- **Introduce Yourself** – Always begin messages with a greeting and end them with your name.
- **Brevity** - Make sure you are brief when posting. Long paragraphs should be avoided.
- **Humor** - Posted messages can easily be misinterpreted. If you are trying to be funny, make sure it is clear.
- **Audience** - Remember that others will be reading your post, not just the person you are responding to.
- **Tone** – Consider reading your post out loud before submitting. Some things can be taken the wrong way.
- **Avoid** – The use of slang, acronyms, sarcasm and profanity as well as sexist, racist, homophobic comments.
- **External Links** – Never post inappropriate images, videos or links.
- **Marketing** – No advertising or solicitation in the discussion forums will be tolerated.
- **Citations** – If you mention an outside source, make sure to cite the source.
- **Review** - When responding to a post make sure to check out other responses first. Your question or statement might have already be made by another responder.
- **Arguments** – When engaging in a discussion, it is ok to disagree with other students but do not make personal attacks, demean or embarrass them.
- **Personal Information** – Don't post anything that is too personal to you or others.
- **Quality** – All of your posts should demonstrate your knowledge of the topic being discussed.
- **Opinions** – Encouraged! Take a stand– don't just regurgitate facts.
- **Grandma Test** – If you wouldn't feel comfortable with your grandma reading the post, don't post it!
- **Proofread** – Minor mistakes are acceptable. This doesn't have to be perfect.
- **Yelling** - Refrain from using ALL CAPS.
- **Fonts** – Use fonts that are easy to read.
- **Flaming** - Never respond to a post if you are upset or angry. Rants will not be tolerated.
- **Emoticons** – Use these sparingly.
- **Add Value** – Don't just repeat comments you see in the discussion board. Add depth to the discussion rather than blindly agreeing.
- **Copyright Laws** – Do not use images, videos or content without permission.

Regards,

Professor Nestor Villalobos