



### **Communication Policy**

In order to maintain a positive online environment for our class, we all need to follow the netiquette guidelines summarized below. All students are expected to:

1. Show respect for the instructor and for other students in the class
2. Respect the privacy of other students
3. Express differences of opinion in a polite and rational way
4. Maintain an environment of constructive criticism when commenting on the work of other students
5. Avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities

The following list summarizes the kind of behavior that is not acceptable. Each item listed below are grounds for removal from the class. Students should not:

1. Show disrespect for the instructor or for other students in the class
2. Send messages or comments that are threatening, harassing, or offensive
3. Use inappropriate or offensive language
4. Convey a hostile or confrontational tone when communicating or working collaboratively with other students
5. Use all UPPERCASE in their messages – This is the equivalent of shouting.

If an instructor feels that a student is violating any of the above guidelines, he/she will contact that student to discuss the situation in person. If you feel that a student is behaving inappropriately, please send the instructor a private e-mail message explaining the situation as soon as possible.