Ground Rules for Online Classroom.

1. **Participate-**
   a. Provide insightful commentary in the online discussions.
   b. Any communications with your instructor or fellow students are best handled through **email**.
   c. Only post on the **classroom discussion board** if the conversation is relevant to others in the class.
   d. Review all discussion postings before posting your own to **prevent redundancy.**
   e. Avoid taking phone calls, paying online games and having conversations in these shared spaces.
2. **Help others** –
   a. Respect the **privacy** of your classmates and what they share in class. Never do anything to publicly embarrass anyone online.
3. **Proper writing style** –
   a. Correct spelling, grammar, and style are expected in all scholarship and academic writing.
   b. Profanity will not be tolerated.
   c. Be aware that typing in **all capital letters indicates shouting.**
   d. **Acronyms** (LOL, etc.) and **emoticons** (smilies) are commonly used online, but be careful not to overuse them.
4. **Respect Diversity** –
   a. Derogatory and sarcastic comments (ex., name-calling, cursing) and jokes are unacceptable.
   b. Offensive language must be avoided.
5. **No Flaming** –
   a. Criticism must be constructive, well-meaning, and well-articulated.
   b. Remember to say "Please" and "Thank you" as appropriate.