Kindness

You are talking to real people. We are all humans with feelings, opinions, and life experiences. Treat others with kindness even if you disagree.

Privacy & Copyright

Follow copyright laws and guidelines when submitting your work. Get permission before sharing any course materials outside of the class.

Professionalism

Address your instructor and classmates professionally in emails, discussion boards, or any other type of communication.

Quality

Think before you post. Include all requirements, check your spelling and grammar, and evaluate your tone.

Sarcasm

Sarcasm and jokes can be easily misunderstood in text form. They can come across as hurtful and unprofesisonal.

NETIQUETTE

Online etiquette rules - Guidelines for acceptable behavior when interacting with instructors and students online.

Bullying

Don't mock or criticize people for their opinions, appearance, or background. Bullying is never acceptable.

Respect

Say please and thank you. Have patience when others make mistakes. Acknowledge and celebrate others' differences.

Records

Be aware that meetings and other interactions in the course may be recorded.

Criticism

Giving and receiving criticism can be difficult. Try to provide criticism that is constructive and kind. Consider how you would feel receiving that criticism.

Capitals

Using ALL CAPS online is the equivalent of shouting and is considered rude. Use italics or bold for emphasis instead.

Attire

When attending a video conference, keep in mind that others will see your clothing and location. Try to be respectful and professional with your attire choices.

Words

Words are powerful, so pick your words with purpose. Consider whether what you are saying is helpful or harsh. Avoid foul or derogatory language.

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