Sample Syllabus Statements:
Online Class Netiquette/Behavior

- **Be self-reflective** before you post an emotional response, and reread what you have written to be sure it is positive. Think of your comments as if they will be shared with a close friend or family member. Your online comments will be seen, heard, and remembered by others in the class.

- **Use effective communication.**
    - Avoid the use of all caps or multiple punctuation elements (!!!, ??,? etc).
    - Be polite, understate rather than overstate your point, and use positive language.
    - If you are using acronyms, jargon, or uncommon terms, be sure to explain them so everyone can understand and participate in the discussion.

- **Ask for clarification** on a point if you feel emotional from a classmate's post. It is likely that you misunderstood their point. This strategy will also help you step away from the intensity of the moment to allow for more reflection.

- **Sign your name.** It is easier to build a classroom community when you know to whom you are responding.

- **Foster community.** Share your great ideas and contribute to ongoing discussions. Consider each comment you make as one that is adding to, or detracting from, a positive learning environment for you and your classmates.

- **Be constructive.** You can challenge ideas and the course content, but avoid becoming negative online. When you disagree politely, you stimulate and encourage great discussion. You also maintain positive relationships with others with whom you may disagree on a certain point.

- **Keep the conversation on topic** by responding to questions, adding thoughtful comments about the topics at hand. Online dialogue is like a conversation. If there is a certain dialogue going on, please add to it, but if you have something new to say, please post it in another thread.