Communication Policy:

Expectations for the Instructor:
- I will check emails daily, responding within 24 – 48 hours. Additional time may be needed on the weekends.
- I will respond to class related questions/discussions within 24 – 48 hours. Additional time may be needed on the weekends.
- I will provide feedback on completed assignments within a week to 10 days.
- Any changes or updates will be provided through the Canvas Announcements feature and/or through direct emails to students.
- I encourage you to contact me by email, phone or make an appointment to meet with me during office hours as my intent is to help you succeed in this course.

Expectations for the Student:
- Students are expected to check their emails daily and the Announcements for important messages.
- Students are expected to use their NMC email account when communicating with each other and the instructor.
- Students are expected to actively participate in class activities providing dialogue demonstrating knowledge of designated content.
- Students are encouraged to contact the instructor by email (or the instructor's preferred method) without hesitation for assistance.

Online Communication Netiquette Policy:

Dialogue throughout the course (in discussions, assignments, emails, etc.) provides opportunities to communicate with each other and the instructor. Communication is expected to be positive and constructive with the intent of helping others gain further insight and clarity on assignments and concepts. Students who are disrespectful or rude will be banned from posting and their entries will be deleted.

- Do not engage in abusive language against persons inside or outside your course activities. This includes slurs, epithets, and other hostile language against members of class, ethnic, gender, LGBTQ+, political, racial, or religious groups.
- Do not post violent or pornographic content. In addition, any written depictions of violence or sexuality should be directly related to the content of the course and should be no more detailed than necessary. Think carefully before creating posts or comments that might remind peers of past trauma. For posts with particularly sensitive content, trigger warnings may be appropriate.
- Avoid inflammatory rhetoric. This includes offensive slogans and memes. Inflammatory rhetoric is a sign of poor reasoning, and it has a negative effect on conversations.
- Avoid unnecessary vulgarities or profanities. While it is understandable that, in some cases, using or mentioning profanities may be justified in the context of a particular course or topic, you should always defer to the student code of conduct.
- Do not plagiarize or steal others' intellectual property. This applies to all coursework. You may not claim others' words as your own, and if someone else originated an idea you're expressing, you should credit that person.

Online Communication Netiquette Policies based on Yellowdig Code of Conduct.