

## WIKI NETIQUETTE

Communication within an online class is public in the same way that face-to-face classroom exchanges are public. Instructors and students are bound by the same set of principles of respect, professionalism and ethics that are present in any classroom. It is expected that all online class participants engage in acceptable communication exchanges that may include email, asynchronous threaded discussion and chat sessions.

### **Consider the following online classroom communication tips:**

Stop for a moment before you send an email or post a message in a threaded discussion. Be sure you really mean what you are about to say and take the person on the other end of the communication and their potential reaction into consideration.

Remember that the rest of the class cannot see the emotion you express on your face. Help everyone “see” you by briefly filling in the gaps. Simply say “I’m confused,” or “I don’t understand,” or “I don’t agree.” Everyone will see you even clearer if you explain yourself fully. For instance, state why you don’t agree with what someone else has said.

Ask for feedback if you are not sure how your comments will be taken. Never forget that there are people on the other side of your communication. “Flaming” or flying off the handle is unacceptable; it’s the equivalent of having a tantrum, something most of us would not do in a face-to-face classroom.

Any derogatory or inappropriate comments regarding race, gender, age, religion, or sexual orientation are unacceptable and subject to the same disciplinary action as in a face-to-face classroom.

Include your signature at the bottom of Email messages when communicating with people who may not know you personally

Capitalize words only to highlight an important point or to distinguish a title or heading. Capitalizing whole words that are not titles is generally termed as SHOUTING!

When submitting new material or responding in a threaded discussion write short paragraphs that address one main point.

Cite all quotes, references and sources and respect copyright and license agreements.

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