

Online Code of Conduct and Etiquette Expectations for Discussions and Collaborative Work

Please keep in mind the following when posting content online and when communicating electronically in this course.

- All course-related work is subject to the same standards, rules, and expectations outlined in Elmhurst College's most recently published Student Handbook. Available online @ http://media.elmhurst.edu/documents/EBook_2011_2012.pdf. See, especially, the following subsections: *Code of Academic Integrity* (pp. 18-25), *Code of Conduct* (pp. 31-39), *Academic Computer Labs Usage Policy* (p. 40), and *Non-Discrimination/Non-Harassment Policy* (pp. 57-59).
- Please keep in mind the following "Netiquette guidelines," established by Virginia Shea (1997), which have become one of the default standards for online university courses: [Link: <http://www.albion.com/netiquette/book/index.html>]
 - Avoid language that may be interpreted as offensive.
 - Keep writing concise (make one point) and stay on topic.
 - Read others' commentary first, and then write your response.
 - Review for negative or harsh tone, review for poor writing, review for potential alternative interpretations, and then send. (Remember: once you post, it is hard to "take it back.")
 - An online classroom is still a classroom, so act appropriately.
 - Use the language and common writing practice of the internet. No caps, no "flames," and use emoticons sparingly.
 - Respect others' privacy; ask permission to use and post something that can be linked to another person (e.g., picture or quotation).
 - Keep interpersonal communication private (e.g., private chat or email), especially criticism.
 - Give credit by citing and linking to all borrowed content; respect [creative commons guidelines] <http://creativecommons.org/> and [copyright laws] <http://www.copyright.gov/>.
 - Be clean: Don't spam, don't spread viruses, and don't post inappropriate materials.
- When emailing, please follow the rules explained [here]. <http://www.emailreplies.com/>