

## DOs and DON'Ts of class discussions on the internet:

### DO

- Respond to the question posed by the instructor, but also respond to the postings of other students.
- State your opinion or point of view as honestly and clearly as you can.
- Respond thoughtfully. Don't just type the first thing that comes to your mind. Remember: there are no anonymous postings. Once you post a message on the discussion board, it is associated with your name, and you can't change what you wrote.
- Respect the basic intelligence and humanity of the other members of the class. At some level, everyone in the course is in college because they want an education. So let's be tolerant of the honest mistakes of others and for our own part, let's not let our individual egos get in the way of admitting we made a mistake or were wrong.
- Use appropriate electronic etiquette or "netiquette." A good overview can be found at <http://www.albion.com/netiquette/>.
- Try to stay on the topic. If you want to comment on one of the other issues, please go to that discussion topic.

### DON'T

- Attack other people personally. It's acceptable to disagree, but attack or confront the idea, not the person. The general rule is: be hard on the issue and easy on the person.
- Assume you know another person's motivation or thinking. The only person you can speak for is yourself.
- Assume that you have nothing to contribute to the discussion. You are a unique individual with a unique set of life experiences and point of view. We can all benefit from hearing from you.
- Type in capital letters unless you mean to do so for emphasis. It is equivalent to SHOUTING.
- Use TLAs (Three Letter Acronyms like lol for "laughing out loud" or btw for "by the way") or emoticons (like :- ) for a smile or :-( for a frown) unless you explain them or are sure that everyone will know what they mean. A good general guide to TLAs and other acronyms and lingo pertaining to the net is at <http://www.netlingo.com/emailsh.cfm>. A comprehensive dictionary of emoticons can be found at <http://www.computeruser.com/resources/dictionary/emoticons.html>. They are classified by type of emotion at: <http://www.windweaver.com/emoticon.htm>.
- Post messages to the discussion board that are not related to the class discussion topics. There are other ways to make the announcement of your important event or buy or sell something.