Please follow the netiquette guidelines below when engaging in online discussions or emails.

* Act professionally in the way you communicate. Treat your instructors and peers with respect, the same way you would do on a face-to-face environment. Respect other people’s ideas and be constructive when explaining your views about points you may not agree with.
* Be sensitive. Be respectful and sensitive when sharing your ideas and opinions. There will be people in your class with different linguistic backgrounds, political and religious beliefs or other general differences.
* Proofread and check spelling. Doing this before sending an email or posting a thread on a discussion board will allow you to make sure your message is clear and thoughtful. Avoid the use of all capital letters, it can be perceived as if you are shouting, and it is more difficult to read.
* Keep your communications focused and stay on topic. Complete your ideas before changing the subject. By keeping the message on focus you allow the readers to easily get your idea or answers they are looking for.
* Be clear with your message. Avoid using humor or sarcasm. Since people can’t see your expressions or hear your tone of voice, meaning can be misinterpreted.
* Use the subject line effectively by using a meaningful line of what your email or discussion is about.
* Keep your emails and postings related to the course content. You should not post anything personal on a discussion board, unless is requested by the instructor.
* Any personal, course or confidential issues should be directly communicated to the instructor via email. The discussion boards are public spaces; therefore any issues should not be posted there.