

## Discussion Forum Guide for Students

Several discussion forums have been established, and each one has a specific purpose. The instructor will monitor all of them and provide moderation if necessary. Please know that the instructor reads every post. When posting to a discussion forum, picture yourself in a classroom with other students.

### ❖ General Expectations

- Remain professional, respectful, and courteous at all times.
- Keep posts on-topic and professional. Conversation in the virtual student lounge forum should not wander far. Please refrain from discussions of religion, politics, etc.
- Remember that a real person wrote each post and will read what you write as well. It is easy to misinterpret online conversation. Give the benefit of the doubt. If you become upset, wait a day or two and cool down before posting.
- Proofread prior to submitting a post. Discussion forums require slightly more formal language than e-mail and chat while still being more casual than writing a paper.
- Remember that discussion forums are visible by the entire class. Use e-mail for any private comments to a student or the instructor. Inappropriate posts will be removed.



#### **News Forum**

*General Course Announcements and Information*



#### **Tech Help Forum**

*Questions Regarding Technology Issues*



#### **Student Lounge**

*Casual and Off-Topic Discussion between Students*

*(Please do not e-mail the instructor with technology questions. If other students are unable to provide assistance through this forum, then you may need to contact the campus student technology help desk.)*



#### **Virtual Icebreaker Forum**

*Used for introductory activities at the start of the course*



#### **MAIN Discussion Forum**

*Used for weekly topical discussion threads. You will typically be required to post an initial response by Thursday and a follow-up response to one or more other students' posts by Sunday.*

### ❖ Other Communication

- Please feel free to call or e-mail the instructor anytime.
- The instructor will generally respond to e-mails within 24 hours except on the weekends, in which case the instructor will respond on Monday.
- In addition to weekly office hours, the instructor is willing to schedule an online or face-to-face meeting at an alternate time by request.