WAYNESBURG UNIVERSITY

Netiquette

Etiquette for participating in conversation online ("netiquette") is important for the course community to be a safe, engaging, friendly place. Here are some guidelines that should guide your participation:

- **Avoid sarcasm.** It's difficult to detect online. Remember that you are relying on your words to show the tone you intend. If in doubt, leave it out.
- **Be professional.** Great discussions often include disagreements. Use positive, polite language in your comments about the text and other people's comments. For example, if you disagree: "That's a good point, but I disagree. My thinking is…." is a good way to let someone know you've read and thought about their post, but you have a different, and just as valid a point of view. Avoid unprofessional language. Avoid texting shorthand (eg., UR, np). Check your spelling and grammar, and be patient with others' spelling and grammar.
- **Avoid responding immediately if you are upset.** If a post or feedback upsets you, stand up and take a breath before responding. Re-read your responses carefully before finally posting them. If you aren't sure, wait a few minutes and then come back to get perspective. Once your thoughts are posted, they are free for everyone to read and even if they are removed the impact has still been made.
- **Stay on point.** Avoid taking the conversation away from course content.
- **Use the readings.** When making a point, be sure to use the text, professor's video, or other course materials. For example, "on page 27 of the Ritzer book it talks about American influences on foreign cultures, describing it as '….'. To me, this means …."
- **Be clear.** Be as clear as possible in your response. Remember that you are not in the room with your classmates –all the information you want to express needs to be self-evident in the post itself.
- **Avoid overly long posts.** As the number of posts increases as the week goes on, it's easier for everyone to participate if posts are clear and to the point so that everyone's posts can be read in a timely manner.

- **Read before responding.** Before you respond to the professor's post, read the other comments in the discussion board first. If someone else made the point you wanted to make, you can agree with them and elaborate further, expand on the idea, take it in a different direction, or come up with a different approach altogether.

Tip: On a more practical level, it’s often useful to type out responses in word processing or text editing software to refine before posting them, in case there’s a problem with the browser or the software. Then copy and paste them into the discussion post.