Course Communication Policy

The online classroom is an academic environment. Your communication in emails, discussion boards, online meetings, and other assignments should always be professional.

Communication with the Instructor

Calhoun email (Outlook) is the preferred method of communication for private messages between students and the instructor in this course. There are two important things to note here:

- In this course, you can expect that your instructor will respond to Calhoun email within **24 hours, excluding Saturday and Sunday**.
- Unless otherwise indicated, the standard feedback time for assignments is **1 week** from the due date.

Maintain a Professional Code of Conduct

The classroom is a professional environment where academic discussions and learning take place. Your instructor will make every effort to make this environment safe for you to share your opinions, ideas, and beliefs. In return, you are expected to respect the opinions, ideas, and beliefs of others.

Students have the right and privilege to learn in the class, free from harassment and disruption. This course follows the Anti-Harassment Policy as defined in the [Student Handbook](#). Students found to be in violation of that policy are subject to appropriate disciplinary action.

Important Guidelines to Remember

- Do not post private information, like grades or disability accommodations, to discussion boards. These matters should be discussed directly with your instructor through Calhoun email (Outlook).
- In the online environment, your instructor cannot see the confused, frustrated, or unhappy expression on your face. If you have an issue, ask for assistance, be vocal when you don't understand something, and communicate early and often.
- Consider your tone when writing. It should be professional. Think through your message before sharing.
- Please follow these "netiquette" guidelines when posting to the discussion board or sending emails:
    - Do not use inappropriate language or slang
    - Be careful when using humor
    - Use standard spelling (e.g., "you" not "u," "are" not "r," etc.)
    - Use spell check (grammar is important)
    - Don't write in all caps

Participating in Online Meetings (Teams/Collaborate)

Many of the guidelines above apply to online meetings as well. Be sure to be professional and respect the viewpoints of others when participating in these. Additional guidelines you should follow include:

- If you're comfortable, share your webcam. Be sure your whole face is visible.
- Mute your microphone when you're not speaking.
- When you need to speak, use the hand icon in the menu bar. If you are more comfortable typing, you can use the chat feature.