# Examples of Discussion Board Etiquette for Online Courses

The following examples were gathered from various sites on the internet. They are intended to guide you in developing your own guidelines for your online course.

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- Be nice. Please refrain from inappropriate language and personal attacks.
- Choose a descriptive subject. This will help other subscribers to successfully identify your topic.
- No Marketing. All advertising or solicitation will be filtered out of the discussion board.

  (The instructor) reserves the right to delete messages which do not follow these guidelines.

Source:  Small Urban & Rural Transit Center http://www.surtc.org/signUp/dbfaq.php

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Basic courtesy. Please be courteous to the other students in the class. You might find it helpful to read your posting out loud before you submit it: the "tone" is a very important part of electronic communication. When you read your message out loud does it sound the way you would speak to another student in the classroom?

source: Univ. of Oklahoma, Mythology and Folklore course  http://www.mythfolklore.net/3043mythfolklore/courseinfo/etiquette.htm

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Guidelines and Etiquette
(Adapted from Dr. Susan Shaw, Oregon State University)

- Make a personal commitment to learning about, understanding, and supporting your peers.
- Assume the best of others in the class and expect the best from them.
- Acknowledge the impact of sexism, racism, ethnocentrism, classism, heterosexism, ageism, and ableism on the lives of class members.
- Recognize and value the experiences, abilities, and knowledge each person brings to class. Value the diversity of the class.
- Participate actively in the discussions, having completed the readings and thought about the issues.
- Pay close attention to what your classmates write in their online comments. Ask clarifying questions, when appropriate. These questions are meant to probe and shed new light, not to minimize or devalue comments.
- Think through and re-read your comments before you post them.
- Never make derogatory comments toward another person in the class.
- Do not make sexist, racist, homophobic, or victim-blaming comments at all.
- Disagree with ideas, but do not make personal attacks.
- Be open to be challenged or confronted on your ideas or prejudices.
- Challenge others with the intent of facilitating growth. Do not demean or embarrass others.
- Encourage others to develop and share their ideas.
- Be willing to change.

Source:   OSU Extended Campus  http://k12online.oregonstate.edu/tutorials/discussion_board.htm

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This site is part of a college course, so your writing style should conform to the rules of standard English. Here are some guidelines for all messages posted to this course's Discussion Board and that we e-mail each other:

avoid slang (e.g., "Wassup?", "Yo," and so forth)
don't curse
use standard spelling:
you (not u)
are (not r)
to or too (not 2)
you're (not ure)
right (not rite)
I (not i)

Source:   http://econ.hunter.cuny.edu/faculty/golbe/docs/Etiquette.HTML

- Be careful posting anything that is personal to you or others. Be considerate and kind to classmates.
- If your posting is for a specific person or group, make sure you address it to them. Realize, however, that others will probably read it.
- Make sure everyone realizes when you are trying to be funny. It is easy for messages to be misinterpreted since there are no physical gestures or voice inflections that accompany the text.
- When responding to someone's comments, explain to whom and what you are commenting on. Do not include their whole posting. Try to use only the appropriate quotes or a summary.
- Remember to read what has previously been posted by others to avoid repeating comments.
- Make sure you are posting under the appropriate heading or thread.
- Cite your references.
- Be brief when posting. Since reading other's comments or articles can be very time consuming, try to be straight to the point.

Source:  A Website for Beginning Online Learners
http://www.emoderators.com/dltutorial/discussion_board_etiquette.htm