

Protocols for Online Discussion Boards

Purpose of Discussion Boards: Discussion boards or bulletin boards are used to engage in informative, asynchronous discussions with other participants and in building community in the online environment.

- Review the subject matter of the discussion board before making a comment.
- Ensure that your postings are relevant to the subject at hand. It is normal for some topics to drift from the stated subject. However, to ensure maximum benefit for everyone, keep your postings as close to the subject as possible.
- Create a brief title/subject to reflect the content of your discussion posting. i.e.: "Questions about Case 1" rather than "Case 1"
- Be concise. Two or 3 paragraphs should be sufficient. If you need more than three paragraphs, perhaps an attachment would be appropriate.
- Word your message with civility. When responding to an existing message, address the issue of the message constructively. Do not go "off-topic" or use another member's message to air your views.
- Use appropriate language. Messages containing inflammatory remarks, personal insults and/or obscenities will be removed (see Syllabus and Student Handbook).
- Do not write using all capital letters as this is considered SHOUTING.
- URLs to helpful applicable websites are welcomed, but please include the proper name and a brief description.
- Feel free to offer helpful appropriate resources when replying to a message. Please note, though, messages which are blatant promotions, advertisements or solicitations will be deleted.
- Consistent participation in the discussion boards is a requirement for the course.
- The instructor/administrators reserve the right to remove any messages deemed off-topic for the board.
- Assume all communications you write belong in the public domain.