NVU Online Course Communication Policy

This course relies on synchronous and asynchronous communication. Through these resources, you will have the opportunity to:

- Interact with others in the class
- Develop and share ideas
- Pose questions
- Get and give feedback
- Share experiences

In order for the communication to be effective, interesting, and useful, it is important that you contribute by sharing information, reading information shared by your peers, and responding with respectful and constructive input.

Communication with the Instructor

The NVU email or Canvas messages is the preferred method of communication for private messages between students and the instructor in this course. Please remember, however, that while the Internet is available 24 hours a day, your instructor and other students are not. In this course, you can expect that your instructor will respond to messages within 48 hours. The standard feedback time for assignments is 1 week unless otherwise indicated.

In order to stay engaged in the class and meet the course requirements, students are expected to login to the online course room at least once every 3-4 days.

General course questions that the whole class will benefit from can be addressed through a post in the "Open Forum" discussion board so that everyone can receive the answer.

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 a class free from harassment and disruption. Students found to be in violation of this policy are subject to

appropriate disciplinary action.

Important Guidelines to Remember

As you participate in online discussion forums and chat, it is important to remember some basic things about online communication:

- NVU email should be considered private communication between the sender and recipient(s) but it can easily be shared. With that in mind, do not send communication that you would not want shared and do not share communication that was intended to be a private message to you.

- Consider discussion forums, blogs, and chat to be public spaces because everyone in the course can read what is posted there.

Remember, written communication is not always an effective or efficient way of communicating so recognize when you need to talk to your instructor and make arrangements with them to do so.

Electronic Communication

Facial Expressions and Body Language

It is important to remember that online, your instructor cannot see the confused, frustrated, or unhappy expressions on your face if you encounter problems so you must communicate directly with your instructor so that he/she can help.

If you have an issue, remember that you're responsible for:

- Asking for assistance

- Being direct, persistent, and vocal when you don't understand something

- Communicating often and early

Tone and Courtesy

Always consider how your tone or writing style will be received when your message is read. Both the traditional and online classrooms are professional environments where academic discussions and learning take place so remember to treat them as such. Keep these points in mind:

- Humor can be difficult to convey in text so be careful when you are trying to be funny

- Think through and re-read your message before sharing

Emoticons and Emoji

Use of emoticons and emoji is considered a friendly and informal style of communicating feelings in emails and texts. Be careful not to rely on them too much in your course communications though as they may not be easily understood by others or may distract from your intended message.

Writing Requirements

This is an academic environment so your writing should conform to the rules of Standard English. Here are some guidelines for all messages posted to the course's discussion forums or sent via email:

- Avoid slang (e.g., "Hey", "Yo," and so forth)

- Don't use profanity

- Use standard spelling
  - you (not u)
  - are (not r)
  - to or too (not 2)

- Avoid acronyms

- Use spell check. Mistakes in spelling and grammar reflect poorly on you and are not acceptable.

- DON'T WRITE THE ENTIRE POSTING WITH YOUR CAPS LOCK ON.