**DISCUSSION AND E-MAIL POLICIES**

We will discuss the grading rubric in our mandatory meeting. Please make sure you pay close attention as it will impact your graded.

For all discussion forums and e-mails I have expectations. I have listed all those expectations below- unless stated otherwise, they apply to both e-mail communication and discussion forums. You will need to follow these policies to get full credit for your weekly discussions AND have your e-mail responded to.

1. In an e-mail start with a greeting: you may call me Jackie, Mrs. Franklin, or another appropriate name. Greetings are not necessary in the discussion forum UNLESS you want the person to know you are talking to them specifically.
2. **Be clear about your purpose in the subject**: What are you talking about? Does it fit with the assignment criteria? Does it give the reader the idea of the main point?
3. **Proof-read your e-mail and discussion forums before you hit submit.** I expect your best grammar and spelling. This means complete sentences with proper punctuation (periods), correct capitalization, etc. You are not texting your best friend – you are working in a professional business environment.
4. **Each week discussion forums are given a topic – make sure you stick to it.**  Complaining about the assignment is not a post.
5. **“Me too”** and saying great job to a fellow student is nice but make sure it also adds to the discussion***. When in doubt ask yourself: would I say this out loud in a classroom while we are discussing this topic.***
6. **A good post is generally three lines long.** If the post is to long no one wants to read it - if it’s too short it does not add to the discussion. I don’t want you to add extra sentences to your post, I want you to put some thought into the discussion and think of how you can enhance the classroom experience for everyone. If you are having a conversation with someone you may have several separate short posts – this means you need to post more.
7. **Make sure you know the due date and the specific requirements for each week’s discussion forum.** If you do not understand please ask me.
8. **You are expected to be active in the discussion forums**. This means post throughout the week not just on the due date.
9. **Sign your post and Angel e-mails with your first name.** If you e-mail me outside of Angel please add your last name, course, and section.