

**University of Victoria
ELC Connect Online Behaviour Policy**

- **Welcome** your classmates. Be respectful and encouraging to create a positive learning environment for everyone.
- **Participate** in the Discussion Forums on your Course Site, and in your Virtual Classes.
- **Discuss** Add to what others have posted in the Discussion Forums. Ask questions, share personal experiences about the course topics.
- **Be Prepared** Complete required assignments or readings before posting in the Discussion Forums or attending Virtual Classes.
- **Be Patient** Read the discussions and understand what your classmates are sharing before you write a response. Ask questions if you don't understand.
- **Respect Diversity** Be open to different perspectives. You may disagree with a classmate's idea, but personal attacks are not tolerated. Any criticism must be constructive, well-meaning and clear.
- **Use Proper Writing Style** Use full sentences in your Discussion Forum posts.
- **Cite your Sources** If you are referring to a classmate's post, quote or link to the post. Use an appropriate citation style, such as APA, to cite outside sources.
- **Review** Before posting in Discussion Forums always re-read your comment, even read it aloud, to be sure it says exactly what you intend.
- **Privacy** All course materials are the property of the English Language Centre, University of Victoria. Reproduction of course materials is prohibited.