

Discussion Board Guidelines

DISCUSSION BOARD EMPHASIS: As NYCCT/CUNY is an institution of higher education, Standard English is a requirement. Please adhere to spelling (use spell check) and grammar rules. Slow down and proofread before submitting a post. Keep in mind, that companies will be giving you an essay test as part of a job application. The reader should focus on your wonderful ideas/content without being distracted by text messaging and social modes of communication. These are not acceptable in professional/business communications. Our Discussion Board is a wonderful opportunity to practice how to present your thoughts. Let's polish/refine communication. Hopefully, we will not see a lower case **i** or spelling errors.

Please do not make light of communication. If you must, type your post in Word, proofread it, then copy and paste in our discussion forum. *Before you post a statement, you are a master of its words. After it is posted, you are its servant.* Everyone will connect you to its strengths and faults. Online, words are the tools that establish/define your presence. As a creative group that is aware of aesthetics, let's raise the bar. I want to help you succeed past the course. People who communicate well are rewarded professionally.

- Each week **our virtual class session begins on Sunday morning, 12:01 am and ends on Saturday evening, 11:59 pm.** Initial posts by be entered by Wednesday evening, 11:59 p.m., the latest. You must reply to a minimum of two of your classmate's posts by Saturday evening.
- Please read classmate's posts before entering your own, so that you may incorporate them in your post and add something new.
- It is highly recommended that you return to your posts and replies to your classmates often to develop a focused conversation.
- In replies, please address classmates by name.
- Please note weekly attendance/participation is taken from the Discussion Board Forums. If you are absent, do not participate, weekly Discussion Board Forums cannot be made up. It would be similar to entering a room for a meeting/conversation after everyone has left. There can be no meeting, discussion/conversation if there is no one there to interact with.