

## For all CARE Courses:

### DISCUSSION FORUM ETIQUETTE GUIDELINES

Forum is a core tool for communications and sharing among all participants. Everyone is encouraged to visit (and contribute to) the forums regularly while you are active in the course and even when you might not be active but see your peers engaging with you.

Your instructors and moderators will visit and respond to the questions/comments in the forum on a regular basis, but it could be a few days or even a week depending on their assignment and availability. Your instructors will pre-populate discussion threads into the forum for each module. You are advised to discuss and share on those pre-set threads, but of course you may also post new ones.

### INTRODUCE YOURSELF

You join this course not only to learn about the topics in the fields but also to build and expand your social and professional networks. To do so, sharing something about yourself with other learners is often an effective way to make contact. Besides, knowing more about someone's background, objectives etc. provide the necessary context to better appreciate their postings and comments.

Go to the Discussions tab and select "You & Your Goals for the Course" by clicking "New Post", then enter some information (e.g. your background, reason for taking this course, things you hope to learn, people you hope to connect with, etc.) about yourself.

To ensure that the discussions are constructive and benefit everyone, it is crucial that everyone abides by a set of common standards of etiquette. These standards are explained below. Please read through them to learn more about proper and acceptable use of the discussion forums.

### ON COURSE CONTENT

- Limit your discussions to the "Module(s)" that they are related to. We have created a forum category for each of the modules in the course. Doing so ensures that the discussions are clustered around the most specific module or the course; this also enables easier searching of the various threads being posted.
- If your posting is directly related to something in the course content, you may wish to provide more details so that others can find or trace it easily. For example, you may want to cite from a particular video, which diagram/slide, timing details, reading materials etc.
- Treat the questions and comments from your fellow learners seriously. Think about the issues they have raised, offer your own thoughts, research and propose your solutions to the problems they have posed. Your experience is also valuable; share freely and widely.
- Before you create a new post, review the existing threads to see if there are already highly similar or identical postings. Please also ensure that you are posting in the most appropriate category. We can all contribute to develop a valuable Body of Knowledge from the forums.
- Please do NOT post solutions to the forum; some learners may still be working on the assignments.
- Avoid posting generalization and propagating rumors around the content of the course. Focus on providing details of specific contexts, experiences and/or academic evidence from trusted information sources.

### ON TONE AND STYLE

- All postings have to be in English, and English only. Express yourself in formal English; no abbreviations or SMS tags please.
- Express your thoughts clearly and with clarity in mind. Use simple, short sentences whenever possible. In a MOOC, we can expect learners with varying levels of English abilities.
- Be respectful at all times. It is OK to disagree with the viewpoints of other people, but express yourself in a constructive and polite manner.
- Accept feedback and criticism. You learn more from self-reflection.
- Refrain from posting any personal attacks. Focus on the issue/problem and never on any individual or group of individuals.

### ON ACADEMIC ETHICS

- Please ensure everything you post in the forums are your work/words. You may re-produce other people's words and if so, you must put those texts in quotations and cite the source of the material. It is always a good practice to provide the source of original material.
- Any content that the course administrators deem malicious in nature or insulting toward people will be removed immediately. Forum administrators reserve the right to determine what is and is not acceptable content. Violators may be expunged from the course.

If you need help in this course, please post to "Get help from this course". Post to "Miscellaneous" for everything else.