



**OPENED**

OPEN LEARNING AND  
EDUCATIONAL SUPPORT

## Etiquette & Expectations

Remote learning course websites may include both synchronous and asynchronous interactions and have the same protections, expectations, guidelines, and regulations used in face-to-face settings. Here you will find a list of guidelines and expectations for the remote learning environment.

### Getting the Most Out of Your Remote Delivery Course

To get the most out of your remote delivery course, consider the following:

- Be respectful of your instructors, TAs and peers in the online synchronous and asynchronous class environment.
- Avoid the use of offensive language and inappropriate jokes to keep the environment positive for all.
- Refrain from making inflammatory, disrespectful, or discriminatory comments about your instructors, TA or peers within the remote learning environment, external sites, or social media.
- Take advantage of the mute button in synchronous classes and only unmute yourself when necessary.
- Keep discussions in the chat related to the course material during synchronous lectures.
- Let your professor know if they didn't explain something fully by leaving a comment about it in the chat. If you are confused, chances are so are other students in the class.
- Indicate if the professor is going too fast or too slow by modifying your status or by using the reaction tools (often available in the tools your instructors use).
- Be mindful of personal information of both you and others; if you are recording materials presented synchronously, ensure all participants are aware.
- Post on-topic information to the discussion board and do not promote profit-driven products and services.
- Proofread your work before submitting it, including any discussion board posts and assignments to Dropbox.
- Use citations or references in your work to indicate when you are referencing another person's work.
- Submit work that is your own and do not copy from fellow students or purchase written papers online.
- Be honest about the completion of quizzes and assessments. If you run into technical difficulties on a quiz or when submitting an assignment, reach out to CourseLink Support for assistance.

- Have a conversation with your instructor or TA if you disagree with a grade you received. Do not incite other students to argue with the instructor over assessments or grades-related expectations.
- Use clear and concise language.
- Do not post course materials provided within CourseLink elsewhere without the permission of the instructor.
- Do not post or sell course materials and notes to course notes websites.
- Do not share your username and password with another student.

Some behaviours that are not tolerated, but not limited to, include:

- Threatening or harassing a student or instructor online.
- Having someone else complete your quiz or other assessments, or completing a quiz or other assessment for (or with) another student.
- Attempting to compromise the security or functionality of the CourseLink learning environment.

**It's simple; it's straightforward; it is expected that you behave honourably, appropriately, and with academic integrity (regardless of the course being delivered remotely).**