

Establishing Class Norms

Establish Class Rules/Expectations Scope	2
Provide a List of Netiquette Rules (Ground Rules for the Students)	2
When Norms are Followed by Students	2
When Norms are not Followed by Students	2

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Establish Class Rules/Expectations Scope

Think about the areas of your course that you have an expectation of behavior. Any part of the course that has student to student or student to instructor interaction should have expectations. The syllabus is the best place to lay out your class expectations for behavior. See the bulleted list below for some ideas for area in your course that should have expectations

1. forums
2. classroom
3. virtual classroom
4. instructor communications
5. group work

Add parts of your course that are missing from the list above. Remove items that are irrelevant to the way you teach your course. Keep two things in mind as you delivery your course with your stablished class norms.

6. Remember to model expected behavior yourself.
7. Be fully present and observant to ensure norms are followed.

Provide a List of Netiquette Rules (Ground Rules for the Students)

- Be accurate and factual
- Don't use sarcasm freely
- Be as polite as you are in person
- Use proper grammar and punctuation
- Stay on topic
- Remember that nothing is private online
- Make clear and brief points
- Respect people's privacy

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When Norms are Followed by Students

Praise students when norms are followed exceptionally well

- **Forum:** “Great reply, you really put a lot of thought in your post.”
- **Live Collaborate session:** “Thank you for raising your hand before speaking!”

When Norms are not Followed by Students

1. Address entire class in an announcement
2. Address specific individuals in separate communication
3. Communicate with the offending student without assuming it was done intentionally
 - see if there are issues causing the student’s behavior
 - provide the student tips on how they could address the situation differently in the future