



EAST TENNESSEE STATE
UNIVERSITY

Information Technology Services - Help Desk
423-439-4648
itshelp@etsu.edu

Course Ground Rules

- A. Participation is required
- B. Expected to communicate with other students in team projects
- C. Learn how to navigate in Desire2Learn
- D. Keep abreast of course announcements
- E. Use the assigned university email address as opposed to a personal email address
- F. Address technical problems immediately
- G. Observe course netiquette at all times. Instructor guidelines for communication by email, discussion groups, chat, and the use of web resources. Some examples of this include:
 - 1. Email
 - a. Always include a subject line.
 - b. Remember that without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.
 - c. Use standard fonts.
 - d. Do not send large attachments without permission.
 - e. Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.
 - f. Respect the privacy of other class members.
 - 2. Discussion groups
 - a. Review the discussion threads thoroughly before entering the discussion.
 - b. Try to maintain threads by using the "Reply" button rather starting a new topic.
 - c. Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of other's ideas
 - d. Be patient and read the comments of other group members thoroughly before entering your remarks.
 - e. Be cooperative with group leaders in completing assigned tasks.
 - f. Be positive and constructive in group discussions.
 - g. Respond in a thoughtful and timely manner.

ETSU Student Services

Services available to online students can be found on the [ETSU Services webpage](#).

Technical Resources

Technical information, requirements and help can be found on the [Technical Resources webpage](#).

Accommodations Statement

It is the policy of ETSU to accommodate students with disabilities, pursuant to federal law, state law and the University's commitment to equal educational access. Any student with a disability who needs accommodations, for example arrangement for examinations or seating placement, should inform the instructor at the beginning of the course. Faculty accommodation forms are provided to students through Disability Services in the D.P.Culp center, telephone 439-8346.

<http://www.etsu.edu/students/ds/employfaculty/syllabus.php>

University Syllabus Attachment

Here you will find important information relevant to any ETSU course, including important dates, the honor code, permits, advisement and more.

<http://www.etsu.edu/reg/academics/syllabus.php>