**DISCUSSION BOARD ETIQUETTE GUIDELINES**

Welcome to the discussion boards for ContractsX! These boards offer you the chance to discuss the content of this course with your fellow learners and with members of the course team.

To ensure that the discussion is positive and constructive, it is important that we all abide by a few guidelines for discussion forum etiquette. Please read through these guidelines, below, before participating in a ContractsX discussion forum.

*Content*

* Limit your posts to discussion of the course. Only issues that arise directly from or are directly related to the material should be included in your posts.
* Ground your discussion in the course materials. Whenever possible, specify the document and page number, or video clip and time, of the material you are discussing.
* Ask questions, especially if there is something in the course material that you found confusing or surprising. Questions indicate that you are thinking about the course material deeply, not that you have failed to understand it.
* Answer questions. Take the questions and comments of your fellow learners seriously, and propose your best thought-out solutions to the problems they pose.
* Engage in a discussion. Whenever possible, respond directly to the comments of other learners and pose questions of your own that were raised by the initial post. Avoid turning the discussion forum into a collection of unrelated posts.

*Tone and Style*

* Express your thoughts in formal English. Use capital letters, punctuation, complete sentences, and correct spelling and grammar.
* Aim to write clearly enough that your fellow learners can understand you without needing to ask clarifying questions.
* Be concise.
* Be respectful. Feel free to disagree with other learners, but do so in a constructive and positive manner.
* Accept feedback and criticism. Welcome disagreement as a sign that others take your ideas seriously.
* Refrain from personal insults. Maintain an analytical and scholarly tone.
* Remember that this is a course about legal principles. Although your personal experiences and viewpoints may be relevant, try to connect them to the course material and the legal theory that you are learning.
* Any content that the course administrators deem malicious in nature or insulting toward people of a certain ethnicity, race, socioeconomic status, sexual orientation, religion, ability, or other identity will be removed immediately. The forum administrators reserve the right to determine what is and is not acceptable content.

**FREQUENTLY ASKED QUESTIONS**

*What is the purpose of the discussion boards?*

The discussion boards are an opportunity for you to engage in conversation about what you are studying in this course. They provide you with a chance to express your own questions and comments about the course material and also to learn from your peers and from the course team.

*What should I write about in my discussion board posts?*

Any questions, comments, or criticisms that arise directly from the course material are proper subjects for discussion in the forum. Feel free to ask about or comment on anything you think is important or interesting in the course, but refrain from discussing irrelevant or tangential topics.

*Who can participate in the discussion forum?*

Anyone who is registered for the course can participate in the discussion forums.

*When should I participate in the forum? When can I post comments and questions?*

You may post to the forum at whatever time you wish during the course.

*How frequently should I post to the boards?*

You can post as frequently or infrequently as you like. Try not to monopolize the discussion board, but strive to spark new discussions and contribute to existing discussions.

*Who reads the discussion boards?*

The course team actively reads and monitors the discussion boards, and course team members will frequently comment on or intervene in the dialogue. You, as the learner, should also strive to read the questions and comments of your peers.

*Is participation in the discussion forum mandatory?*

No. We encourage but do not require participation in the discussion forum.

*What do I do if I encounter offensive or insulting comments in the discussion?*

Flag the comment as offensive or email the course team. The course administrators will look closely at the post and decide how to proceed. E-mails can be addressed to: contractshls2x@gmail.com.

*Why has a comment I posted been modified or deleted?*

The course administrators actively monitor the discussion boards. They will modify or delete posts that are offensive or irrelevant, as well as any comments they deem inappropriate for any reason.

*I found a comment offensive and alerted the course team, but it has not been deleted. Why not?*
The course administrators reserve the right to determine what is and is not acceptable use of the discussion boards. Some content that might be interpreted as offensive by some may fall within the realm of appropriate academic free speech.