

# GVSU Netiquette

Students may need guidance and instruction in their use of electronic communication as they interact with faculty and staff in the university setting. Keep in mind that it is helpful to place netiquette issues in the context of relevant writing skills for internships, the job market, as well as professional courtesy.

## *Email*

### **Guidelines to Consider Providing to Students:**

- An **email address** should be reflective of your professionalism, and ideally include your initials or name.
- Remember to **identify the course** and section number, and possibly the name of the assignment or class session if necessary, as faculty can potentially receive many emails per day.
- A formal **salutation**, as well as informational **subject line** is a requirement.
- **Avoid informal phrases** or language that is best used in friendships or social relationships.
- Treat the body of the email as you would a **formal business letter**, beginning with a clear statement of the main idea, followed by necessary information. End with a clear request for next steps if relevant.
- Utilize appropriate grammar and punctuation, **avoid “text” shorthand**.
- Utilize spell check, and **proofread** your email prior to pressing send.

### **Suggested syllabus statements concerning emails could include:**

Inform students of your plans for responding, perhaps noting whether you routinely respond to emails after business hours.

Consider your own policy regarding rude or inappropriate use of email in discussing GVSU concerns.

- “Emails that are rude or inappropriate will be ignored.”
- “Emails from students will be reviewed during business hours. Please allow up to 48 hours for a response.”
- “Please be polite in your correspondence. Utilize the subject line to identify the course as well as the issue under discussion. Disrespectful emails may be kept on file.”
- “I will only respond to emails sent using a GVSU student account.”

## *Laptops and Cellphones*

**While discussing the use of technology in the classroom, clearly outline your expectations of the use of laptops and cell phones during class time. Suggested syllabus statements could include:**

- “Laptops are welcome for the purposes of note taking, research on topics under discussion, and/or review of powerpoints in class.”
- “Please refrain from using email or cellphones during class time.”
- “Laptops are to be closed and placed in backpacks, etc.”

For further information regarding group communication guidelines (discussion boards and wikis) please explore the following link: Indiana University, Bloomington, <http://www.indiana.edu/~icy/netiquette.html>

***For issues beyond netiquette, please see the GVSU Student Code.***