

# Suffolk County Community College

## College Brief

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TO:            The College Community

FROM:        Dr. Paul Beaudin, Vice President for Academic Affairs  
                Dr. Christopher Adams, Vice President for Student Affairs  
                Christina Vargas, Chief Diversity Officer/Title IX Coordinator

SUBJECT:     Guidance Regarding Remote Learning Classroom “Netiquette”

We hope that you are all doing well as the College continues this semester of remote instruction. We appreciate the tremendous effort that has gone into making this transition successful.

We would like to remind you that we all have a role in ensuring a collaborative and respectful learning environment, whether your class is in person or taught remotely. Attached are guidelines and tips for appropriate ‘netiquette’ that help to ensure a civil remote teaching and learning environment. We remain committed to an inclusive environment for all students, where offensive and inappropriate comments will not be tolerated in any class teaching format.

We encourage faculty to post these helpful recommendations and reminders in their courses on Blackboard, and to disseminate them to all students. Thank you for continuing your great work in making this semester a successful one.

# SHARKS RESPECT REMOTELY



We are a diverse community that takes pride in a welcoming environment and unwavering promotion for the values of equity and inclusion. We benefit from all perspectives and are committed to courtesy and respect. There will be opinions and ideas that differ from yours; you do not have to agree, but you should be respectful, cooperative, and ensure the privacy and the rights of others. Positive intent does not erase impact. The exchange of diverse thoughts, ideas and opinions are an important part of the scholarly environment.

## Do

- ✓ Participate in your remote learning class.
- ✓ Write professionally and be clear. Explain your ideas fully.
- ✓ Think before you push the "Send" button. Did you say what you meant to say?
- ✓ Read over what you've written before you send it.
- ✓ Be honest and ethical. Commit to academic integrity and use appropriate citations.
- ✓ Avoid sarcasm that can be misconstrued. Remember there is no tone, body language, facial expressions, or other social cues to help interpret your meaning.
- ✓ Ask for feedback! If you're not sure how your ideas and comments will be taken, ask!
- ✓ Remember there's a person on the other side. If you disagree with what someone has said, practice all your communication skills as you express that disagreement.
- ✓ Assume the good intentions of what other classmates are sharing with you.
- ✓ Be forgiving of other people's mistakes.
- ✓ If you experience offensive or inappropriate content being shared in your remote classrooms and discussions tell your instructor.

## DON'T

- ✓ Don't capitalize entire sentences. This is interpreted and equal to SHOUTING!
- ✓ Don't use informal language that you would use while texting or chatting. This is a remote classroom environment, and still a classroom.
- ✓ Don't be inappropriate. "Flaming," or flying off the handle and ranting at someone else is unacceptable; it's the equivalent of having a tantrum, something most of us wouldn't do in an on-site face-to-face classroom.
- ✓ Don't plagiarize or cheat. Students who abuse the online learning system are subject to the SCCC plagiarism policy and may be removed from the course.
- ✓ Don't use any derogatory or inappropriate comments regarding any protected class including but not limited to race, ethnicity, gender, age, religion, disability, sexual orientation and gender identity. These are unacceptable and subject to the same disciplinary action that they would receive if they occurred in the physical classroom.

If you have questions or need support, the College is here for you.

If you hear, see, read or experience discrimination, harassment or a bias-related incident, report it!  
Retaliation is prohibited.

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