



**EDUC 618 – Elementary Social Studies Methods
Winter 2017**

Dr. Scott Wylie

Office Location: Brogan 115

Office Hours: Tuesday & Thursday, 10:00a-12:00p

Course Location: Online

Email: scott.wylie@chaminade.edu

COURSE DESCRIPTION

This course focuses on strategies and methods for teaching social studies in the K-6 classroom. Over the course of the semester, students will analyze the role of the teacher in the social studies classroom, study diverse methods of delivering instruction, and develop curriculum focused on social justice issues and grounded in students' experience and interests.

The purpose of this course is not to provide you with a “bag of tricks” to use in your social studies classroom, or to provide you with simple solutions to the pedagogical dilemmas that will be an ever-present part of your career in education. Instead, this course will challenge you to think differently about your position in the classroom and reexamine the situations from which educational issues arise.

COURSE TEXTS AND MATERIALS

Black Ants and Buddhists: Thinking Critically and Teaching Differently in the Primary Grades
by Mary Cowhey (ISBN: 978-1571104182)

Civic Education in the Elementary Grades: Promoting Student Engagement in an Era of Accountability
by Dana Mitra and Stephanie Serriere (ISBN: 978-0807756348)

O&P AND/OR SERVICE LEARNING REQUIREMENTS

- Five hours in an elementary classroom setting (social studies) for MAT students
- TFA performs O&P in their own classroom

COURSE LEARNING OBJECTIVES

CLO 1 - Define social studies education and explain its role in the K-6 curriculum.

CLO 2 - Design cross-curricular, thematic lessons infused with social studies themes.

CLO 3 - Develop a pedagogical vision grounded in social justice education that could be implemented in an elementary classroom.

CLO 4 - Articulate strategies to help students make informed decisions as citizens of a culturally diverse, democratic society and interdependent world.

PROGRAM LEARNING OUTCOMES

PLO 1	Content Knowledge (Knowledge of subject matter such as reading/language arts, mathematics, social sciences, science, visual arts, musical arts, and kinesthetic arts)
PLO 2	Developmentally Appropriate Practice (Knowledge of how students develop and learn, and engagement of students in developmentally appropriate experiences that support learning)
PLO 3	Pedagogical Content Knowledge (Knowledge of how to teach subject matter to students and application of a variety of instructional strategies that are rigorous, differentiated, focused on the active involvement of the learner)
PLO 4	Educational Technology (Knowledge of and application of appropriate technology for student learning)
PLO 5	Assessment for Learning (Knowledge of and use of appropriate assessment strategies that enhance the knowledge of learners and their responsibility for their own learning)
PLO 6	Diversity (Skills for adapting learning activities for individual differences and the needs of diverse learners and for maintaining safe positive, caring, and inclusive learning environments)
PLO 7	Focus on Student Learning (Skills in the planning and design of meaningful learning activities that support and have positive impact on student learning based upon knowledge of subject matter, students, the community, curriculum standards, and integration of appropriate technology)
PLO 8	Professional & Ethical Dispositions and Communication (Professional dispositions, professionalism in teaching, and ethical standards of conduct consistent with Marianist values, and positive and constructive relationships with parents, the school community and professional colleagues)

COURSE REQUIREMENTS AND GRADES

Readings

Multiple readings will be assigned each week to frame our discussion in class. It is vital that the deadlines are followed so that there is genuine class discussion and an opportunity for peer review and learning. The readings will come primarily from the assigned course texts; however, there will be occasions in which additional readings will be required.

Assignments

Students will participate in online discussions each week based on the assigned readings, and complete the signature assessment at the end of the course. The specifics of these assignments are outlined on the following pages.

Collegiality & Professionalism

We will create an open environment where diverse opinions, viewpoints, and perspectives are appreciated and respected. As we perfect the art of teaching, we should be conscious of the fact that our craft can (and should) be approached from multiple perspectives.

Course Communication

Email is the best way to reach me with questions about course assignments or policies. I will answer all emails by the next school day (usually within 24 hours, though weekends may take longer).

Grades

Assignments should be turned in on the due date noted in the syllabus or otherwise indicated in class; late assignments will impact your grade in the course. Letter grades for the course will be determined by the following formula:

Online Discussions	200 Points (20 points x 10 weeks)
O&P Reflection	50 Points
Unit Plan Concept	<u>150 points</u>
Total:	400 Points

Letter grades are defined as follows:

A (400-360 points)	B (359-320 points)	C (319-280 points)
D (279-240 points)	F (239-0 points)	

Note: Education majors need to earn a grade of "B" or better.

COURSE EVALUATION AND ASSESSMENT

Class Discussions (Due Every Week / Weeks Begin on Monday)

You will participate in one online discussion thread each week. These discussions are the central component of the course and participation is required. The purpose is not to prove that you have completed the reading and they are not simple summarization exercises to earn course credit. Instead, the discussion boards are our link as a community of scholars. They are a space to explore the texts, to ask questions, to challenge assumptions – ultimately, they are a place to grow as learners and as teachers. Please give these discussions the respect they deserve and check in frequently for updates.

Your initial response to each prompt is due by 11:59pm every Thursday. The initial responses should be a minimum of 300 words, cite the assigned texts (including page numbers), and be free of spelling and grammatical errors. A rubric for this assignment can be found below.

You are also required to post a response to one of your classmates by 11:59pm every Sunday. You are encouraged to make multiple responses and engage in critical conversation around these texts, however only one response post is required each week. Responses should be a minimum of 300 words and must advance the conversation (e.g. ask a question, challenge a viewpoint, build on an argument).

Discussion responses will be graded within one week of submission. Please check Canvas for feedback on your discussion posts and incorporate this feedback into your future posts.

IMPORTANT NOTE ON LATE DISCUSSION POSTS:

The success of the course rests on the quality of these discussions. Without time to read and respond to your peers, our shared classroom community (and the possibilities for learning therein) will suffer. *As a result, late discussion posts will receive at most 50% credit. Posts that are more than one week late will receive no credit.*

Discussion Rubrics:

Initial Post (one per week; 10 points total)				
	10 - Distinguished	7 - Proficient	4 - Basic	0 - Unsatisfactory
Length	Minimum of 300 words	Minimum of 225 words	Minimum of 150 words	Shorter than 150 words
Engagement with Assigned Texts	Demonstrates serious contemplation of the readings	Indicates reading was completed	Suggests reading was scanned but not carefully analyzed	Provides little indication that the reading was completed
Citations	References to the assigned texts are integrated citing specific page numbers	References to the assigned texts are unspecific	References to the assigned texts are unclear or taken out of context	Assigned texts are not referenced
Spelling, Punctuation, and Grammar		Post is clear and articulate; grammar and spelling are correct		Post contains multiple errors in grammar and/or spelling that impact clarity

Response Post (one per week; 10 points total)				
	10 - Distinguished	7 - Proficient	4 - Basic	0 - Unsatisfactory
Length	Minimum of 300 words	Minimum of 225 words	Minimum of 150 words	Shorter than 150 words
Engagement with Peers	Shows concerted and honest effort to engage with others	Shows attention to other posts in the thread	Offers little interaction with other posts in the thread	Does not acknowledge other posts
Advancement of Conversation	Responds in a way that advances discussion beyond the obvious	Minimally acknowledges ideas of others in an attempt to advance the discussion	Mostly summarizes what others have said without adding to the discussion	Misrepresents content of other posts
Spelling, Punctuation, and Grammar		Post is clear and articulate; grammar and spelling are correct		Post contains multiple errors in grammar and/or spelling that impact clarity

Observation and Participation Reflection

This semester you are expected to complete a minimum of 5 hours of O&P (either in your own classroom or another teacher's classroom). Based on that time in the classroom, you will write a reflection describing a key moment or observation related to the concepts presented in this course. Your reflection must relate to, draw upon, and reference the assigned readings from the course. O&P reflections will be graded according to the following rubric:

O&P Reflection Rubric (50 points)				
	10 - Distinguished	7 - Proficient	4 - Basic	0 - Unsatisfactory
Length	Minimum of 300 words	Minimum of 225 words	Minimum of 150 words	Shorter than 150 words
Description of Key Moment or Observation	Key moment or observation is described in detail.	Key moment or observation is described with minimal detail.	Key moment or observation lacks sufficient detail.	Description of key moment or observation is missing.
Connection to Assigned Texts	Clear connection to assigned texts citing specific page numbers.	Clear connection to the assigned text without specific page numbers.	Loose connection to the assigned texts from the course.	No connection to the assigned texts from the course.
Analysis of Observation	Thoughtful analysis that moves beyond the obvious.	Analysis is clear but connections to the text are fairly straightforward.	Analysis is unclear and/or only loosely connected with the text.	Analysis of O&P is missing.
Grammar, Spelling, and Punctuation	Grammar, spelling, and punctuation is as expected for master's level coursework.	There are minor grammar, spelling, and punctuation issues that do not affect the overall clarity of the paper.	Grammar, spelling, and punctuation errors occasionally detract from the overall clarity of the paper.	Grammar, spelling, and punctuation errors significantly detract from the overall clarity of the paper.

Important Note: *Late O&P reflections will receive at most 50% credit.*

Lesson Concept

For this assignment, you will develop a lesson concept that explicitly demonstrates your engagement with the ideas, discussions, readings, and other texts we have discussed in this course. A lesson concept is a "work-in-progress version" of a complete lesson. Although the lesson concept is only in skeletal form, the ideas, strategies, and resources are no different from a lesson implemented in a classroom. Your work could be a variant of existing products (e.g. Stepping Stones, Reading Wonders) or it could be a new lesson you have designed from scratch. The lesson concepts should be suitable for an elementary-level classroom, but you are free to focus on the grade of your choice.

Your paper should be approximately 4 pages long, double-spaced, with 12-point font, and 1-inch margins. It should be divided into three sections, guided by the following questions:

Concept: What is the concept you plan to teach? (e.g. citizenship, equality, fairness, justice) What are the essential questions or enduring understandings related to the concept? (e.g. How do we solve disagreements in the classroom?) What grade level and student population are you aiming to teach in this lesson? (e.g. 2nd grade / ELL / Lower-SES) **This section should be written in narrative form (1 page, double spaced).**

Rationale: How does teaching this concept address a perceived gap in students' social studies and/or citizenship education? (i.e. What is missing from the traditional curriculum and how does this

lesson address that gap?) What was it from this course sparked your interest in pursuing this subject/theme? Why is this an important concept for students to learn? **This section should be written in narrative form (1 page, double spaced).**

Articulation of Concept: What learning objectives will be addressed in this unit? What instructional strategies ought to be used to teach this concept? What resources would you employ? How might you assess students' understanding, skill attainment, or change of disposition? **This section can be in outline/bullet form (1-2 pages, double spaced).**

Your paper will be graded using the rubric that follows. Please review each section of the rubric closely to ensure that you receive full credit for your work.

Lesson Concept Rubric (150 points)				
	15 - Distinguished	10 - Proficient	5 - Basic	0 - Unsatisfactory
Articulation of Concept	The concept is clearly identified and well-articulated.	The concept is satisfactorily identified.	The concept is vague and unclear.	The description of the concept is missing.
Enduring Understandings	Big ideas are stated clearly and desired understandings are specific.	Big ideas are mostly clear and/or desired understandings are somewhat specific.	Big ideas are unclear and/or desired understandings are unspecific.	Big ideas are missing.
Grade Level and Student Population	The grade-level and student population are clearly identified.	The grade-level and student population are implied but not clearly identified.	The grade-level and student population are vague and unclear.	The grade-level and student population is missing.
Connection to Social Studies	The connection to the social studies is clearly identified.	The connection to the social studies is implied but not clearly identified.	The connection to the social studies is vague and unclear.	The connection to the social studies is missing.
Perceived Gap	The lesson concept clearly addresses a perceived gap in students' learning.	The perceived gap is implied but not clearly identified.	The perceived gap is vague and unclear.	A description of the perceived gap is missing.
Importance of Topic	The importance of the topic is clearly identified.	The importance of the topic is implied but not clearly identified.	The importance of the topic is vague and unclear.	There is no discussion of the importance of the topic.
Learning Objectives	The learning objectives are clearly identified.	The learning objectives are implied but not clearly identified.	The learning objectives are vague and unclear.	The learning objectives are missing.
Instructional Strategies	The instructional strategies are clearly identified.	The instructional strategies are implied but not clearly identified.	The instructional strategies are vague and unclear.	The instructional strategies are missing.
Assessment	Students have multiple opportunities to reveal the depth and breadth of their understanding.	Assessment methods provided limited opportunities to demonstrate students' overall understanding.	The proposed assessments would provide incomplete inferences about each student's overall understanding.	Assessments are missing.
Spelling and Grammar	Spelling and grammar is as expected for graduate-level coursework.	There are a few spelling and grammar errors that do not detract from the overall essay.	There are multiple spelling and grammar errors throughout the essay.	Spelling and grammar errors make the paper unclear or confusing.

Important Note: *This assignment has a firm due date (see Canvas). I will not accept late work.*

SYLLABUS CHANGE POLICY

This syllabus is a guide and every attempt is made to provide an accurate overview of the course. Occasionally, it necessary for the instructor to modify the syllabus during the semester due to the progress of the class, experiences of the students, and unforeseen changes in the schedule. Changes to the syllabus will be made with advance notice whenever possible.

COURSE CALENDAR

Week	Assigned Readings
1	Topic: Course Introduction Assigned Readings: See Canvas for Details
2	Topic: Classrooms Grounded in Social Justice Assigned Readings: Black Ants and Buddhists, Preface Civic Education, Chapter 1
3	Topic: Philosophical Foundations Assigned Readings: See Canvas for Details
4	Topic: Theory into Practice Assigned Readings: Black Ants and Buddhists, Chapters 1 & 2 Civic Education, Chapter 3
5	Topic: Classroom Dialogue Assigned Readings: Black Ants and Buddhists, Chapter 5 Civic Education, Chapter 2
6	Topic: Community Connections Assigned Readings: Black Ants and Buddhists, Chapter 4 Civic Education, Chapter 9

7	Topic: Student Activism Assigned Readings: Black Ants and Buddhists, Chapter 6 Civic Education, Chapter 4
8	Topic: Student Inquiry Assigned Readings: Black Ants and Buddhists, Chapter 8 Civic Education, Chapter 8
9	Topic: Addressing Challenges to Teaching for Social Justice Assigned Readings: Black Ants and Buddhists, Chapter 11 Civic Education, Chapter 10 Assignment Due: O&P Reflection Paper
10	Topic: Going Against the Grain Assigned Readings: Black Ants and Buddhists, Chapter 12 Civic Education, Chapter 11 Assignment Due: Lesson Concept Paper

GUIDING PHILOSOPHY

The Education Division's guiding philosophy is based upon a set of beliefs that flow from Chaminade University's vision and mission statements, the Education Division's mission statement, the Marianist Core Academic Beliefs, and the Hawai'ian 'Ōlelo of Mana (intrapersonal; spirit; embodiment of love, faith, and ethical practice), Aloha (interpersonal; love; sacredness; divine breath), 'Ohana (classroom; family; interconnectedness), Pono (community; being in alignment and balance in life and the community), and Ho'oma'ama'a (world; become adapted to; teach one to work). These values and beliefs are based on the Catholic Marianist principles; a commitment to mentor instructional and educational leaders to their fullest potential; a commitment to teaching excellence, engagement in scholarship in the pursuit of truth; and a commitment to scholarly service for the university and the larger community. This alignment is designed to prepare education professionals for effective classroom and school leadership by demonstrating professional dispositions, content knowledge, pedagogical skills, and leadership to work effectively with a diverse community of learners.

EDUCATION DIVISION MISSION STATEMENT

The Education Division's mission is to foster the development of knowledgeable, proficient, and reflective teachers and educational leaders. Our programs are based in the liberal arts tradition, Catholic Marianist values, current research, best practice, and professional standards. In this context we develop educators who demonstrate ethical, effective and culturally responsive practices, and a commitment to building a just and peaceful society.

MARIANIST VALUES

- Education for Formation in Faith (Mana): Within the community of learners, reason and personal faith are seen as mutually complementary roads to truth. All Education Division members join the larger community of faith, hope, love and ethical practice.
- Integral, Quality Education (Aloha): The community is committed to an integral, quality education that begins with respect for the complexity and diversity of each person. All Education Division members attempt to engage the whole person with quality courses and activities that challenge the intellectual, emotional, aesthetic, physical, and ethical dimensions that make up each student's life experience.
- Education and the Family Spirit (Ohana): The community of learners is a second family which encourages the personal development of each of its members. Mutual respect for all members of the Education Division family allows the community to share responsibility for decision making at all levels.
- Education for Service, Peace and Justice (Pono): All members of the community strive to serve the university community and the larger community. Education Division community members are committed to scholarly service and to dispense and receive justice to and from each other and to the larger community.
- Education for Adaptation and Change (Ho‘oma‘ama‘a): True to the tradition of faith, a Marianist-founded education prepares students for tomorrow and adapts to its time. The Education Division scholarly community of learners regards technology as a critical aid in the quest for understanding in a changing world.

EDUCATION DIVISION ATTENDANCE POLICY

As stated in the Chaminade University Catalog, students are expected to attend all classes for courses in which they are registered. Students must follow the attendance policy as stipulated in the syllabus of Education Division courses. Penalties for not meeting the attendance requirements may result in lowering of the grade, withdrawal from the course, or failing the course.

1. Excused Absences.

- 1.1 Since it is expected that students will participate in all class sessions, excused absences are only granted in exceptional situations where evidence is provided by the student to the instructor. Examples would include illness (with verification by a doctor) or the death of a close family member. Students should notify their instructors when a situation prevents them from attending class and make arrangements to complete missed assignments. While notification of the instructor by a student that he/she will be absent is courteous, it does not necessarily mean the absence will be excused.
- 1.2. In cases where excused absences constitute a significant portion of a course's meetings (e.g., more than 20% of on-ground course meetings, or a significant portion of online or hybrid courses), the instructor should refer the case to the Dean with a recommendation on how the case should be handled (e.g., withdrawal or incomplete).

2. Unexcused Absences. Chaminade University policy states that in cases where unexcused absences are equivalent to more than a week of classes the instructor has the option of lowering the grade. In the Education Division we have added detailed guidelines to cover different types of courses and class schedules.

- 2.1. On-ground courses. When unexcused absences total more than 10% of the number of classes will result in a lowering of the overall grade by one letter grade. A student who misses 20% or more should withdraw or be administratively withdrawn.
 - a. Accelerated Semester Classes (10 classes): More than one absence lowers grade one letter. Missing more than two classes results in failure or withdrawal.

- b. Undergraduate Day Courses T/Th (30 classes): More than 3 absences lowers grade one letter. Missing more than six classes results in failure or withdrawal.
 - c. Undergraduate Day Courses M/W/F (45 classes): More than 4 absences lowers grade one letter. Missing more than nine classes results in failure or withdrawal.
- 2.2 Hybrid courses (online combined with 3 or more on-ground meetings) One absence from on-ground classes lowers grade one letter. Two or more absences from on-ground meetings results in failure or withdrawal. For the online portion of the course the instructor will specify and enforce expectations for online participation and receipt of assignments appropriate to the design of the course.
- 2.3 Online courses and online portion of hybrid courses. The instructor will specify and enforce expectations for online participation and receipt of assignments appropriate to the design of the course. *Note: For this class you are expected to log on at least two times each week.*
- 3. Additional Notes
 - 3.1 If a student does not logon to an online or hybrid course for the first two weeks, the instructor should notify the Dean and the student will be withdrawn from the course.
 - 3.2 Any student who stops attending an on-ground course or stops participating in an online course without officially withdrawing may receive a failing grade.

EDUCATION DIVISION INCOMPLETE GRADE POLICY

At the discretion of the faculty member, a grade of “I” may be assigned to a student who has successfully completed a majority of the coursework, but who has an unavoidable and compelling reason why the remainder of the work cannot be completed on schedule. The issuance of an “I” grade is not automatic. Prior to reporting final grades, a contract must be made between the student and the instructor for the completion of the required coursework. This contract must reflect a final default grade if the student does not submit the required assignments. (For example, the grade notation would be: IB, IC, ID, or IF. The default for an “I” that is submitted without an alternative grade is “F.”) The contract must include a detail of the remaining coursework and the final deadline date by which the grade is to be submitted. (Note: the deadline date is 90 days past the end of term date and includes the time required by the instructor to review, grade, and submit the paperwork reflecting the final grade.) This deadline date may not be extended.

ACADEMIC HONESTY STATEMENT

In the cases of alleged academic dishonesty (such as plagiarism, cheating, claiming work not done by the student, or lying) where a faculty member observes or discovers the dishonesty, the faculty members may choose to confront the student and handle the matter between the faculty member and the student, or the faculty member may choose to refer the incident to the Dean or Graduate Program Director. (If the Dean or the Director is the instructor in question, the concern shall be directed to the Provost; if the Provost is the instructor in question, the concern shall be directed to the President.) If the faculty member chooses to confront the situation and it is not satisfactorily resolved between the faculty member and the student, the matter may then be referred or appealed to the Dean or Director.

- In either case, the Divisional Dean or Graduate Program Director may choose to 1) resolve the matter through a meeting with both the student and the faculty member, or 2) refer the matter to the Provost. The findings, in either case are final.
- If alleged academic dishonesty is reported to a faculty member by a third party, then the faculty member will meet with the Divisional Dean or Graduate Program Director; to determine whether the evidence warrants an investigation, and how the investigation will be handled. It may also be decided that the faculty member will either confront the student or, assuming enough evidence is present to warrant action, turn the matter over to the Divisional Dean or Program Director to either resolve or organize a hearing.

- If the student is found guilty of the charges of academic dishonesty, the student may be subject to academic penalties such as failure of the course, exam, or assignment. Other penalties from the list of possible disciplinary sanctions may also be deemed appropriate.

DISABILITY AND FULL INCLUSION STATEMENT

Chaminade University of Honolulu is committed to a policy of non-discrimination and recognizes the obligation to provide equal access to its programs, services, and activities to students with disabilities. If a student is in need of accommodation due to a documented disability, he/she should contact the Director of Personal Counseling at (808) 739-4603 or by email at the jyasuhar@chaminade.edu address. A determination will be made if the student meets the requirements for documented disability in accordance with the Americans with Disabilities Act. It is important to contact them as soon as possible so that accommodations are implemented in a timely fashion. Beyond the legal requirements Chaminade's Education Division is committed to an integral, quality education that begins with respect for the complexity and diversity of each person. Subsequently, faculty members attempt to engage the whole person with quality courses and activities that challenge the intellectual, emotional, aesthetic, physical, and ethical dimensions that make up each student's life experience.

TITLE IX COMPLIANCE

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. Should you want to speak to a confidential source you may contact the following:

- Chaminade Counseling Center: 808-735-4845
- Any priest serving as a sacramental confessor or any ordained religious leader serving in the sacred confidence role.

TECHNICAL SUPPORT

For technical questions contact the Chaminade helpdesk (helpdesk@chaminade.college.com) or call (877) 740-2213.

KSD REFERRALS

Background: Implementation of the Knowledge/Skill/Disposition (KSD) referral system was approved by the Division at the Fall 2011 Chaminade Faculty retreat. The KSD referral system is in place to help undergraduate and graduate students in reaching their goals to become highly-qualified and highly-effective educators and administrators. As our Education Division mission states, we strive "To foster the development of teachers and leaders in education through programs based in the liberal arts tradition, Catholic Marianist values, current research, best practice, and state and professional standards." Part of this is to ensure that each teacher candidate or educational leader taking our coursework is knowledgeable in the content area, possesses the needed skills to teach that content, and has dispositions that are reflective of an education professional with accompanying Marianist values.

Referral Process: Any member of the Education Team, defined as an employee of the Education Division and including adjunct instructors, can initiate a KSD referral to the Dean at any time and for any student taking an education course (see attached form). Referrals can also be made to the Dean for our students taking non-education courses.

NETIQUETTE FOR ONLINE ACTIVITIES

- Be polite and respectful of one another.
- Avoid personal attacks. Keep dialogue friendly and supportive, even when you disagree or wish to present a controversial idea or response.
- Be careful with the use of humor and sarcasm. Emotion is difficult to sense through text.
- Be helpful and share your expertise. Foster community communication and collaboration.
- Contribute constructively and completely to each discussion. Add value in your comments. Avoid short, repetitive “I agree” responses.
- Consider carefully what you write. Re-read all e-mail and discussion before sending or posting. Remember that e-mail is considered a permanent record that may be forwarded to others.
- Be brief and succinct. Don’t use up other people’s time or bandwidth.
- Use descriptive subject headings for each e-mail message.
- Respect privacy. Don’t forward a personal message without permission.
- Cite references. Include web addresses, authors, names of articles, etc.
- Keep responses professional and educational. Do not advertise or send chain letters.
- Do not send large attachments unless you have been requested to do so or have permission from all parties.