

## Effective Communication in the Classroom

Here are some guidelines for successful communication in the Online Classroom and the Discussion Forum in the interests of improving communication in our virtual community. Students, faculty, and staff are expected to follow these guidelines at all times.

1. Welcome all newcomers including faculty, students and staff. Help them to feel they are accepted and that their opinions and participation are important to our community.
2. Try to make a positive impact on others offering words of support and encouragement whenever possible.
3. Try to stay on subject and refrain from expressing personal opinion in regards to religious and political beliefs or expressing any personal opinions that you feel may offend or alienate other members of your class.
4. Welcome differences in opinions. Take into consideration the fact that other students and faculty may have different communication styles, learning styles, cognitive patterns, beliefs and/or values than your own and recognize that these differences help to diversify the program and contribute to the overall experience.
5. Help to maintain an academic environment dedicated to learning in which individuals are free of sexual harassment from colleagues, faculty, staff or students. Please report any case of sexual harassment or situation which you believe may lead to potential sexual harassment to the University's administration and the President by e mailing [president@anaheim.edu](mailto:president@anaheim.edu) and [admin@anaheim.edu](mailto:admin@anaheim.edu)
6. Be forgiving of others. Realize that all of us make mistakes and that it is part of the learning process.
7. Realize that it is sometimes more important to try to understand than to try to be understood.
8. Provide feedback contextually e.g. "From my perspective as a high school English teacher in Japan, I feel...".
9. Be sensitive to the possible impact that your comments may have on other members of the community.
10. Try not to assume too much, attempt to clarify issues that are not clear to you before responding to the comments of others.
11. Give fellow students, faculty and staff the benefit of the doubt; assume that their intentions are positive, or that there may be some factor that you are not aware of in a given situation.

12. Be a responsible learner and seek out information if it has not already been provided to you. If you experience difficulties, ask the group for assistance. Be patient, but persistent.
13. Persevere and overcome problems. Do not become part of the problem; work towards a solution.
14. Feel free to disagree and to always express your opinion. However, it is also important to respect others and to be cordial when communicating with other members of the community. Please refrain from using any profanity or words that may be offensive to others.
15. Be an effective communicator. Take into consideration the fact that the community is made up of people from different cultural backgrounds and make an effort to explain yourself in a way that will be understandable for all members of the community.