Integrated Pre and Beginning Algebra/ MATH 340.002/Fall 2026

Instructor Information

Name	Paulette Evans
Office Location	GAB 462
Tutoring Hours in EMS Lab	Mon from 3-5pm | Tu/Th from 3:15-3:45pm | SAGE 120A
Office hours	Friday 10:20am-11:50am
Email	paulette.evans@unt.edu *Canvas messaging is preferred, but you can also Connect with me through email or by scheduling an appointment with me via Teams (like Zoom). My goal is to respond to you within two business days; however, if you contact me and do not receive a response, please send a follow-up message or email. A gentle nudge is always appreciated.*

Course Description, Prerequisites, and Objectives

Course Meeting Time	Mo/We 9:30AM - 11:20AM in BLB, room 060 Fr 9:30AM - 10:20AM in GAB, room 310
Course Description	4 hours. General overview of basic arithmetic and beginning algebra: fractions, decimals, percentages, integers, solving equations, linear equations, graphing and polynomials.
Course Prerequisites	This course is designed to support students who did not meet the minimum score on the TSI and is considered TSI not met (yet).
Course Objectives	Upon successful completion of this course, students will: 1. Use appropriate symbolic notation and vocabulary to communicate, interpret, and explain mathematical concepts. 2. Define, represent, and perform operations on real numbers, applying numeric reasoning to investigate and describe quantitative relationships and solve real world problems in a variety of contexts. 3. Use algebraic reasoning to solve problems that require ratios, rates, percentages, and proportions in a variety of contexts using multiple representations. 4. Apply algebraic reasoning to manipulate expressions and equations to solve real world problems. 5. Use graphs, tables, and technology to analyze, interpret, and compare data sets. 6. Construct and use mathematical models in verbal, algebraic, graphical, and tabular form to solve problems from a variety of contexts and to make predictions and decisions

Course Structure

This is a 16-week course that meets face-to-face in a classroom three times a week. The course will cover 4 modules, and you will be assessed by completing 4 exams and a cumulative final exam.

Course Materials/Required Materials

Knewton Alta

For this course, there is no need to purchase Knewton Alta, as it will be provided at **no cost**. Knewton is the **required** online adaptive proficiency-based learning software.

Note-taking Materials

- A notebook or spiral (120+ pages) dedicated to taking written notes from class
- A notebook or spiral dedicated to completing online homework in Knewton
- Writing utensils, such as pencils or erasable pens (ex: friXion pens)

Knewton Alta Technical Support

Knewton Alta offers Technical Support (https://support.knewton.com/s/)

Calculator Policy

A basic 4-function calculator will be allowed on select topics in the course. There is no need to purchase a basic calculator, as one will be provided on exams. The basic calculator will have fewer buttons and does NOT include a button that has +/- (positive/negative).

Student Resources

- UNT Student Resources & Support – Denton (https://www.unt.edu/success/resources/denton.html)
- University Libraries (https://library.unt.edu/)
- Early Math Support Lab (Sage 120A, https://cos.unt.edu/math/undergraduate/ems-lab.html)
    - Days/Hours: **Monday – Thursday** from **11:15AM** to **5PM**
- Math Lab (Sage 130, https://cos.unt.edu/math/undergraduate/math-lab.html)
    - Days/Hours: Mon – Thurs from 10AM – 7PM; Fri – Sat from 10AM – 2PM
- UNT Learning Center (Sage 170, https://learningcenter.unt.edu/)
- TSI Office (Sage 170, https://vpaa.unt.edu/aservices/tsi/index.html)
- UNT IT Helpdesk (Sage 330, https://it.unt.edu/helpdesk/index.html)
- Counseling Services (https://studentaffairs.unt.edu/counseling-and-testing-services/index.html)
    - Location: 1800 Chestnut Street

Technical Requirements & Skills

Minimum Technology Requirement	• Computer, tablet, or laptop that is compatible with all required apps for the course • Reliable internet access • Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)
Computer Skills & Digital Literacy	• Navigate Canvas and Knewton • Message electronically through Canvas Inbox • Complete assignments online (Canvas, Knewton) • Scanning documents and saving as PDF

If circumstances change, you will be informed of other technical needs to access course content.

Course Requirements

Evaluation components include activities, attendance, homework, modules exams and the final exam.

Description of each component follows:

Activities – 10%
Attendance – 5%
Homework (Knewton) – 15%
Module Exams – 50%
Final Exam – 20%

Course Grade

Your course grade is determined by your performance on the graded items. There will be no opportunity for extra credit, nor will the grades be curved. Your grades will be posted in Canvas Grades.

- A [90, 100+), The student performs well above the minimum criteria.
- B [80, 90), The student performs above the minimum criteria.
- C [70, 80), The student meets the minimum criteria.
- NP [0, 70), The student does not meet the minimum criteria.

Activities

The activities encourage your engagement with other students and with your instructor and are worth 10% of your course grade. Some activities may be completed during class time and will require active participation, while other activities may be completed outside of class time. Activities may include time management, discussions, self-reflection writing prompts, etc.

Attendance

Being present in (or attending) class is like 'going to work.' When you apply and are hired for a job, you commit to showing up for work on time, giving it your full attention, and satisfying the job description. Well, the same perspective can be applied to enrolling in a college class.

Just like an employer expects their employees to arrive at work, I (the instructor) expect students to arrive at class on time, be prepared for and attentive in class. Being absent means that you are not present, either physically or mentally. Attendance will be taken every class period and will be worth 5% of the course grade.

Every student will begin with an attendance grade of zero. A maximum of 105 points will count toward the attendance category of the grade.

Points are earned per class day as follows:

2.5 points: you are on time to class **and** are prepared for class **and** you participate in class **and** stay until dismissed.

0 points: you are not present in class, regardless of reason, **or**

- you are more than 5 minutes late, **or**
- you leave before class is dismissed, **or**
- you are messing with your phone or computer during class, **or**
- you are eating (disruptively), **or**
- you are unprepared for class, **or**
- you go in and out of the classroom during class, **or**
- you are distracting other students or me, **or**
- you are not participating in class (not taking notes, sleeping, etc.)

You may earn up to 1.75 points each day that you attend the Early Math Support (EMS) Lab (SAGE 120A), as long as:

(1) you are signed in and actively working on math in the EMS Lab; and
(2) your stay is at least 30 minutes long.

(You cannot earn more than 1.75 points on any given day. Attendance in the lab will not create "extra credit.")
A maximum of 105 points will count toward the attendance grade at the end of the semester.

Homework

The purpose of homework is to allow you the opportunity to learn, practice, and retain new skills. Continued practice is how you learn, so it is crucial for you to carve out *regular time* to work on developing and improving your skills. Expect to have two (2) – four (4) Knewton assignments per week, starting the first week of classes.

Knewton assignments

Knewton is an online homework system that has practice problems, along with video and text assistance for more explanations to help you learn the material. The due dates are listed in the calendar and in Knewton. For your convenience, all coursework is accessible directly through Canvas. Be sure to maintain a dedicated notebook or spiral for your math homework, where you can write out all your work, including the steps for solving each exercise.

In these assignments, you will type your answers into the online system, and it will grade them. You will get feedback whether it is incorrect or correct. As part of developing good habits, and to deepen your understanding, it is best to always write out the problem, working in an organized fashion, then compare your work to the feedback given on the problem (and write out if necessary). Always attempt to work out the problems without any help features first so that you may test your understanding along the way.

The late policy for Knewton assignments: The assignments in Knewton have set due dates, both listed in the calendar and in Canvas. You have 48 hours after the due date to complete the assignment, for 25% deduction on the assignment score for each day up to 2 days.

What is Knewton?

Knewton is a proficiency-based adaptive software designed to assess and enhance your learning progress through assignments. Here's how it works:

- **Proficiency-Based**: Knewton provides enough exercises to determine if you have achieved proficiency in the learning objectives.
- **Adaptive:** The software adjusts based on your performance. Students who prepare well typically progress through assignments more quickly, while those needing additional practice will see more exercises to reinforce learning.
- **No limits on Attempts**: There is no limit on the number of attempts per question.
- **Earn 100%:** You can achieve 100% on every assignment (before the due date) regardless of the number of attempts, as Knewton focuses on your learning progress rather than the number of tries.
- **Grace period:** If 100% is not achieved by due date, you have the opportunity to complete the assignment up to 2 days past the due date for a deduction of 25% per day. However, if the assignment is not complete within 48 hours, then grade will remain as it was submitted on the due date.

Exams

There will be four (4) exams given during the semester. The final exam can replace the lowest exam grade up to a maximum of 75%. This includes missing an exam and receiving a grade of zero, but the final exam grade will not replace any zeros due to academic dishonesty. Note: There are **no retakes** on exams.

Final Exam

The Final Exam is comprehensive and will test the student's math skills on all content covered throughout the entire semester. This exam will be taken during the last week of classes at the time specified in the official Final Exam Schedule.

Course Policies

Academic Dishonesty

Cheating will not be tolerated. Any student found cheating will receive a zero on the assignments; and may receive an F for the course, if found cheating on an exam. A report will be filed with the Office of Academic Integrity. Cheating includes, but is not limited to, discussing exam items with any student currently enrolled in this course; posting exam items and/or exam-related questions on messaging apps; accessing notes, textbook, or ANY source of help during a test AND providing help as well.

The Academic Integrity Policy (PDF) states: According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

GenAI Policy - Prohibited Use

In this course, the use of Generative AI (GenAI) tools like Claude, ChatGPT, and Gemini is not permissible. Any attempt to represent GenAI output as inappropriately as a student's own work will be considered a violation of academic integrity and will be addressed according to the Student Academic Integrity policy.

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the ODA website (https://disability.unt.edu/).

Attendance/Active Participation

Being engaged in a class will have its ups and downs but please make a commitment to yourself that you will stay actively engaged and on-task each week, as active participation is important and vital to your success. In this class, attendance means physically attending class and staying actively engaged in discussions, along with

taking notes. As a side note, I have great respect for students who are balancing the demands of their coursework along with the responsibilities of life beyond the classroom. However, if you run into challenges that cause you to fall behind in class, please contact me immediately so we can work together, as there may be resources available to assist and support you.

Examination Policy

There will be four (4) module exams and one (1) final exam during the semester. Keep a record of all your scores. Be sure to review your module exams once they have been reviewed by the instructor and officially graded.

Examination Etiquette

Exams will be taken in the classroom during our regular class meetings. When it is time for the exam, the following lists the expectations:

- You must be on time. If you are late, you do not receive extra time to accommodate the time missed.
- Turn off/remove all electronic devices (unless medically necessary), this includes cell phones, headphones, laptops, smartwatches, etc. and place in a secure closed container (e.g. backpack, buttoned purse, etc.) See next section: Unauthorized Aid During Examination and Assessments.
- Place all papers, textbooks, notebooks, etc. in a secure closed container (e.g. backpack, buttoned purse, etc.) Place it on the floor, not on a chair or the table. See next section: Unauthorized Aid During Examination and Assessments.
- Do not wear hats or caps with brims during exams.
- Do not share any materials during an exam. This includes, but is not limited to pencils, erasers, calculators, etc.
- Only approved calculators during select exams. It is your responsibility to know how to work the calculator on the test.
- Have only the exam, pencil(s), eraser and when provided a calculator or a straight edge out during an exam. There will be space to show work on the actual exam.
- You will not be permitted to have any of your own scratch paper during an exam.
- You will not be permitted to leave the room during an exam. Bring tissues with you if you need them and take care of all other business outside the room prior to beginning the exam. If you need to leave during the exam, you will turn in the exam and be finished.

Unauthorized Aids During Examinations and Assessments

Students may use only those materials and resources that are expressly authorized by the instructor for a particular examination or assessment. Touching, holding, or accessing any unauthorized aid during the examination period constitutes a violation of the Student Code of Conduct, regardless of whether the aid is used.

Any item that may be considered an unauthorized aid must be kept out of view and in a closed container (e.g. zipped backpack, buttoned purse, etc.) during the entirety of the examination or assessment.

Unless specifically authorized in writing by the instructor, prohibited aids include, but are not limited to:

- Mobile phones and smartphones

- Smartwatches and fitness trackers with communication, recording, or internet capabilities
- Tablets, laptops, and other computing devices
- Earbuds, headphones, and other audio devices
- Smart glasses, cameras, recording devices, and wearable technology
- Artificial intelligence (AI) tools, chatbots, and other generative AI technologies
- Notes, textbooks, study guides, formula sheets, or reference materials
- Any other device, material, or resource not expressly permitted by the instructor

Students are responsible for clarifying any questions about permitted materials before the examination begins.

Missed Exam Policy

- **Early Exam**: If you have a known conflict with a scheduled exam (court date, scheduled doctor appointment, vacation, wedding, already scheduled sports absence, etc.), you are highly encouraged to request to take your exam early. The request must be emailed to instructor at least one week prior to the scheduled exam date, as this allows enough time to make proper adjustments/arrangements. If a student does not take a scheduled exam, a zero will be recorded for that exam and a notice may be sent through the registrar's office.
- **University excused absence**: If you are unable to arrange to take an exam early **and** have a university excused absence such as active military service, a religious holy day, or an official university function as stated in the Student Attendance and Authorized Absences Policy (PDF) , then student will need to make up missed exam within 2 business days of returning to campus.
- **Unexcused absence:** If you have an unexcused absence, then a zero will be recorded for that exam grade and your final exam will replace that one zero, up to a maximum grade of 75%. This allowance is for one (1) missed exam. Any additional missed exams will receive a grade of zero. If you receive a zero for academic dishonesty on an exam, the final exam score will NOT replace that zero.

Late Work Policy

UNT is a community of dreamers and doers who pursue excellence in everything. With that in mind, there are standards and expectations set for the class, which includes that work will be completed and submitted by the posted due date. If the due time conflicts with your schedule, plan ahead and work early. Except for late work conditions and penalties related to Knewton, **late work is not accepted**.

Some Suggestions for Success in a Math Class

- Studying for math is different than studying for other subjects. Just looking through your notes or homework or any information in Canvas and saying to yourself "oh, I remember that…" is not studying. You must actually work problems out and practice mathematics in order to learn it. Watching someone else (even if it was your own work "yesterday") doesn't help you much. Students who are successful in this course work a lot of problems for practice. (They also ask lots of questions!) Math must be studied with pencil and paper every day in order to develop proficiency.
- While using online problem solvers seems like a helpful tool (and can sometimes be a nice resource), it is important to discern when these websites are not. Sometimes the methods used are not ones that we have seen or are not the ones requested. Sometimes they are wrong. Be very careful and never submit their work as your own, because it isn't!
- Using AI to generate **more problems** to work for practice is a good idea. If you need help with that, please ask. Using AI to work your homework problems and turning that work in as your own is considered academic dishonesty. *In other words, the use of AI to do your homework is prohibited.* Additionally, although it may seem using AI for the homework may increase your Homework score, this is only 25% of

your grade. Doing your homework yourself will have an actual positive impact on your learning, and therefore your Exam scores, which make up 70% of your grade.

- On the written work for the exams and assignments:
    - Solutions to problems must totally be justified with supporting work. If work is not given or work given will not lead to the correct answer, then little or no credit will be given for a correct answer.
    - Unless decimal approximations are specified in the problem (and a specific number of decimal places stated), then exact answers are expected. In that case, decimal approximations will receive no credit.
    - If a particular method for doing a problem is stated in the problem, the use of a different method will receive little to no credit, regardless of whether the "answer" is correct. It is safe to assume that the method is being assessed more than whether you can get the "right answer".
    - Methods used on exams and assignments must come from the modules that are being covered or from previous modules or prerequisite courses. Methods used from future modules/sections or courses for which this one is a prerequisite will receive no credit, regardless of whether you have had that course or a similar course before.

Important Dates

Date	Importance of Date
Aug 17	Classes Begin
Aug 28	Census Date
Sept 7	Labor Day (no classes, university closed)
Nov 6	Last day for a student to drop a course with a W.
Nov 7	Beginning this date, a student who qualifies may request an Incomplete, with a grade of I.
Nov 23 – 29	Thanksgiving Break (no classes)
Dec 2 – 3	Pre-finals Days
Dec 3	Last Regular Class Meeting
Dec 4	Reading Day (no classes)
Dec 7 – 11	Final Exams

Emergency Notification and Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials. Emergency Notifications and Procedures Policy (PDF) (https://policy.unt.edu/policy/06-049).

Changes to Syllabus

Changes made to the syllabus will be posted as an Announcement in Canvas, so make sure that notifications in Canvas are set correctly.

Weekly Modules/Schedule of Due Dates

Week 1

Due Date	Topic	Assignment Type

08/17/26	M1.1 Whole Numbers	Homework (15%)
08/18/26		
08/19/26	M1.2 Evaluating & Simplifying Expressions M1.3 Intro to Equations	Homework (15%) Homework (15%)
08/20/26		
08/21/26	M1.3 Intro to Equations (cont'd)	Homework (15%)

Week 2

Due Date	Topic	Assignment Type
08/24/26	M1.4 Multiples and Factors M1.5 Intro to Integers	Homework (15%) Homework (15%)
08/25/26		
08/26/26	M1.5 Intro to Integers (cont'd) M1.6 Add and Subtract Integers	Homework (15%) Homework (15%)
08/27/26		
8/28/26	M1.6 Add and Subtract Integers (cont'd)	Homework (15%)

Week 3

Due Date	Topic	Assignment Type
08/31/26	M1.7 Multiply and Divide Integers M1.8 Solve Equ Using Integers & Division Property of Equality	Homework (15%) Homework (15%)
09/01/26		
09/02/26	M1.8 Solve Equ Using Integers & Division Property of Equality M1.9 Intro to Fractions	Homework (15%) Homework (15%)
09/03/26		
09/04/26	M1.10 Reduce and Multiplying Fraction	Homework (15%)

Week 4

Due Date	Topic	Assignment Type
09/07/26	*Holiday – No Class*	
09/08/26		
09/09/26	M1.11 Reciprocals & Divide Fractions M1.12 Add or Subtract Fractions	Homework (15%) Homework (15%)
09/10/26		
09/11/26	M1.12 Add or Subtract Fractions (cont'd)	Homework (15%)

Week 5

Due Date	Topic	Assignment Type
09/14/26	M1.13 Combining Fraction Operations M1.14 Solve Equations involving Fractions	Homework (15%) Homework (15%)
09/15/26		
09/16/26	Review	

09/17/26		
09/18/26	**Module 1 Exam**	**Exam (50%)**

Week 6

Due Date	Topic	Assignment Type
09/21/26	M2.1 Decimals, Unit Price and Ratios M2.2 Solving Applications Involving Percent	Homework (15%) Homework (15%)
09/22/26		
09/23/26	M2.2 Solving Applications Involving Percent (cont'd) M2.3 Solving Simple Interest Applications	Homework (15%) Homework (15%)
09/24/26		
09/25/26	M2.4 Algebraic Properties	Homework (15%)

Week 7

Due Date	Topic	Assignment Type
09/28/26	M2.4 Algebraic Properties (cont'd) M2.5 Solving More Equations	Homework (15%) Homework (15%)
09/29/26		
09/30/26	M2.5 Solving More Equations (cont'd)	Homework (15%)
10/1/26		
10/2/26	M2.6 Solving Linear Inequalities	Homework (15%)

Week 8

Due Date	Topic	Assignment Type
10/5/26	M2.7 Problem Solving - Part I M2.8 Problem Solving – Part II	Homework (15%) Homework (15%)
10/6/26		
10/7/26	M2.8 Problem Solving – Part II (cont'd) Review	Homework (15%)
10/8/26		
10/9/26	**Module 2 Exam**	**Exam (50%)**

Week 9

Due Date	Topic	Assignment Type
10/12/26	M3.1 Rectangular Coordinate System M3.2 Graph Linear Equations	Homework (15%) Homework (15%)
10/13/26		
10/14/26	M3.3 Intercepts M3.4 Slope	Homework (15%) Homework (15%)
10/15/26		
10/16/26	M3.5 Slope-Intercept Form	Homework (15%)

Week 10

Due Date	Topic	Assignment Type
10/19/26	M3.5 Slope-Intercept Form (cont'd) M3.6 Equations of lines	Homework (15%) Homework (15%)
10/20/26		
10/21/26	Review	
10/22/26		
10/23/26	**Module 3 Exam**	**Exam (50%)**

Week 11

Due Date	Topic	Assignment Type
10/26/26	M4.1 Add & Subtract Polynomials M4.2 Product Properties of Exponents	Homework (15%) Homework (15%)
10/27/26		
10/28/26	M4.2 Product Properties of Exponents (cont'd)	Homework (15%)
10/29/26		
10/30/26	M4.3 Multiplying Polynomials	Homework (15%)

Week 12

Due Date	Topic	Assignment Type
11/02/26	M4.4 Quotient Properties	Homework (15%)
11/03/26		
11/04/26	M4.5 Negative Exponents & Scientific Notation	Homework (15%)
11/05/26		
11/06/26	M4.6 GCF and Factor by Grouping	Homework (15%)

Week 13

Due Date	Topic	Assignment Type
11/09/26	M4.6 GCF and Factor by Grouping (cont'd)	Homework (15%)
11/10/26		
11/11/26	M4.7 Factoring Trinomials	Homework (15%)
11/12/26		
11/13/26	M4.7 Factoring Trinomials (cont'd)	Homework (15%)

Week 14

Due Date	Topic	Assignment Type
11/16/26	M4.8 Special Products & Mixed Factoring	Homework (15%)
11/17/26		
11/18/26	Review	

11/19/26		
11/20/26	**Module 4 Exam**	**Exam (50%)**

Thanksgiving Break November 23rd – 27th

Week 15

Due Date	Topic	Assignment Type
11/30/26	Extension	Homework (15%)
12/01/26		
12/02/26	Review	
12/03/26		
12/04/26	Reading Day (No class)	

Week 16

Due Date	Topic	Assignment Type
12/07/26	**Final Exam, see Final Exam Schedule**	**Final Exam (20%)**

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

UNT Policies

In addition to standards for success in courses, there are UNT policies and procedures in place to support students. You can access these policies in Navigate (Navigate.unt.edu), in Canvas under the Help menu, in EIS, and on the Student Support Services & Policies page, which includes:

- Policies include:
  - Prohibition of Discrimination, Harassment and Retaliation, Academic Integrity Policy, ADA Policy and Retention of Student Records
- Student Expectations and Preferences include:
  - Acceptable Student Behavior, Use of Student Work, Important Notice for F-1 Students Taking Distance Education Courses, Student Verification
- Student Wellness and Academic Resources include:
  - Survivor Advocacy, Mental Health, Technical Assistance, Academic Support Services and Additional Student Support Services
- Communications include:
  - Eagle Connect, Emergency Notification and Student Evaluation Administration Dates

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Speak from personal experiences. Use "I" statements to share thoughts and feelings. Try not to speak on behalf of groups or other individuals' experiences.
- Use your critical thinking skills to challenge other people's ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as "YELLING!"
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using "text-talk" unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.