



Rules of Engagement

Guideline #1: Best practices for speaking, discussing, and listening for two cases:

- **online environment (asynchronous)**

Discussing:

[add in your ideas] (sign name)

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Speaking:

[add in your ideas] (sign name)

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Listening:

[add in your ideas] (sign name)

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- **synchronous work (such as team meetings or online chats with colleagues or instructor)**

Discussing:

[add in your ideas] (sign name)

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Speaking:

[add in your ideas](sign name)

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Listening:

[add in your ideas] (sign name)

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Guideline #2: The conditions that allow for our best work and involvement in this class during this semester. Here are some from past semesters. Add yours!!!

- Frequently refer to the Canvas page to stay on top of due dates, updated assignments, etc.
- Due to the asynchronous nature of the course, you may lose track of items that are due. Periodically check canvas and make reminders via sticky note or on an app of upcoming due dates if needed.
- Refer back to these rules of engagement when necessary in order to properly interact and produce meaningful discussion with classmates.
- Utilize the daily office hours and Calendly appointments w/ the course instructor! It is a great way to receive help and clarifications, to reconnect, and to add a more "personal" aspect to the asynchronous virtual semester. (i.e. use the resources available to us)
- Connect with other students in the class every once in a while even if they are not in your group to make sure they are doing okay and don't need any help.
- Get to know the other students in the class, even if they are not in your group, outside of just the academic context that brought us together. Always remember to be respectful of each other's different situations.
- Specifically set aside time each week to work on assignments for this class. Just because Cornell didn't schedule an official time for this class doesn't mean you can't.
- Refer back to the course policies/assignment directions first if you have questions. Only ask a question after first looking for the answer yourself.
- Be inclusive as much as possible to your fellow peers.
- Begin assignments as soon as possible to give yourself a chance to ask questions and put in meaningful effort.
- Make sure that the members of your group feel comfortable and included in every stage of the process.

Guideline #3: "Acceptable" or "work" behavior is often touted as the norm, but we rarely define what those terms mean. Let's do that work now.

[add in your ideas] (sign name)

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Guideline #4: Best practices for online teamwork.

[add in your ideas] (sign name)

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