

## **Web Site Guidelines: Using this Site as a Learning Tool**

I would like to welcome you to my Web site. As a professor, I realize that part of making our students learning experience positive and fulfilling in today's world of blogs, texts and cell phones, is communicating via the Web. In the classroom, my teaching philosophy is based on a strong foundation of mutual respect between teacher and student, student to student, and class to college. This philosophy should also extend to our virtual meeting place where we are creating an on-line learning resource. Therefore, it is our responsibility to not only ourselves, but also our colleagues to: produce college level work for this site, raise challenging questions, and contribute ideas in an academically appropriate way including using appropriate language. The success of this Web site depends on each individual's efforts both on the faculty and student side.

Here are some requested guidelines to follow when submitting documents for posting to the Web site or posting comments on the blog:

- Always use academically appropriate language
- Use correct spelling
- Do not use vulgar words or slang that may offend any individual or group
- Use formal academic language rather than abbreviations or text message styles
- Address administrators and faculty by their titles (Dr., Professor, etc.)
- When employing a source to support an argument always use MLA or APA citation to avoid plagiarism. See the [Montgomery College library Web site](#) for guidance regarding these formats.
- Submit all documents to be posted to Professor Shaw
- All documents submitted for posting should follow the standard guidelines as delineated in the document, "Guidelines for Assignments" available on this site