

# Community Standards

HARRIS STUDENT SLACK COMMUNITY STANDARDS



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# Welcome

[Slack](#) is a tool that enhances group communications. It's a platform for individuals and groups to chat live online and keep conversations organized and accessible from anywhere, anytime. Using the Harris student Slack workspace, it's easy to build connections with your peers, work on group projects, dive into policy areas of interest, connect with Harris Student Organizations, and grow your network of future policy leaders.

Welcome to the Harris Public Policy Student Slack community!

After logging in with your CNET ID, you'll be able to join the Harris student Slack workspace, engage with the Harris student Slack community, and join any of the current public channels—or create your own!

[If you're new to Slack, check out Slack's intro guide and overview here.](#)



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# Community Standards *1 of 3*

As a professional student who is part of the Harris community, we expect every student will:

- Treat the Harris student Slack community as an extension of the Harris student experience. Students are responsible for their communications and behaviors on Slack. All Harris Slack interactions are subject to the policies and regulations of the [University, as outlined in the University of Chicago Student Manual, and the Harris Student policies.](#)
- Remember that participation in Slack is entirely voluntary. You can leave any channel or the entire Harris student Slack workspace at any time without consequence. All official information from Harris and the University will be sent via email, though reminders may occasionally be posted on Slack.
- Be professional. In the simplest of terms: treat others with respect, be inclusive, and be kind.
- Engage in the way that is comfortable for you: the Harris student Slack community is intended to be vibrant, respectful, and engaged—and it stays that way through active participation by members across the community. We hope you will find ways to engage, post content and questions, react to others' posts, and connect with your peers. It is important to keep in mind, though, that you are never obligated to share information that you do not wish to share.





# Community Standards *2 of 3*

- Be clear and professional in all communications in the Harris student Slack workspace. Proofread important messages. Check for readability, clarity, and formatting. Make your message easy and simple to understand.
- At Harris, we value respect and inclusivity. We expect students to communicate with one another (in Slack and outside of it) in a kind and civil manner. We ask that students “presume best intentions” and discuss differences of opinion productively. Remember, your classmates will be your professional network well beyond your time at Harris.
- The Harris student Slack workspace is intended to help students connect with one another. While Harris Student Engagement will post questions and prompts, we do not have the ability to actively monitor or moderate all student posts in public channels and cannot view content in private Slack messages or groups.
- If someone posts content that violates Harris or University policy or these community standards please take a screen shot and email it to Harris Student Engagement at [HarrisStudentEngagement@uchicago.edu](mailto:HarrisStudentEngagement@uchicago.edu). This includes using Slack to commit academic dishonesty. If a student posts content that violates University or Harris policy they can be removed from the Harris student Slack workspace and may also face disciplinary action.



# Community Standards 3 of 3

- Be respectful and mindful of people's time. While it can be easy to expect an immediate response on a messaging platform like Slack, and while many students may respond more quickly on Slack than via email, remember that the members of our Slack community have a variety of commitments and span different time zones around the world.
- Students will not be able to connect with Harris staff directly through Slack. Students should reach out to staff via email, make an appointment to meet, or utilize drop-in hours to get help from staff. All students are encouraged to reach out to their Academic Advisor directly for personal support or resources related to their academic and student experience.
- Any questions or concerns about the Harris student Slack workspace can be directed to [HarrisStudentEngagement@uchicago.edu](mailto:HarrisStudentEngagement@uchicago.edu).
- Harris Slack conversations are intended to stay within the Harris community. Students should not take screen shots of conversations to post publicly or otherwise share with others who were not the intended recipient of the original message without the consent of the author(s) of the message. The exception to this is if a student needs to take a screenshot to report content that violates University Policy or these community standards to Harris Student Engagement. Students likewise should not record video or audio Slack conversations without the consent of all parties. Students who violate these standards will be removed from the Harris Slack platform.
- These community standards are subject to change at any time. Changes to these standards will be posted to #announcements.

*Last updated: 2/26/2021*



# Tips & Tricks



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# Tips & Tricks

- For ease of use, we encourage you to download the Slack app on both your computer and phone as well as any other mobile devices you may use often for school work.
- We encourage you to fully fill out your Slack profile, including your photo, display name (including preferred pronouns), time zone, expected graduation year, and degree program.
- You can sign out of Slack or set yourself to “away” at times when you do not wish to be disturbed, like when you are in a class.

## Creating new channels

Browse existing channels before you create a new channel. Check whether something similar already exists.

- Determine whether you want your channel to be public (available for anyone to join) or private (by invitation only). If you create a public channel, clearly state the intent in the channel name, description, and topic.



# Get Help



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# Get Help

Visit the **Slack Help Center** for information about using and administering Slack. If you are unable to find an answer in the Slack help center please contact **Harris IT** at **hsit-servicedesk@uchicago.edu** for technical assistance.

# Thank You!

LET'S CONNECT!



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