



Use Caution when making Comments



- *Comments should be directed to the student, not be about the student as students will see the comments in the email. Please do not write comments in the third person.*
 - *Do: Susan, you have missed 3 assignments*
 - *Don't: Susan has missed 3 assignments*

Be cautious in using sarcasm in comments. Without tone of voice and only in written form, sarcasm can be perceived as more hurtful than helpful.

Remember, students see all comments. Other faculty and staff the student is connected to can also see comments. Counseling referrals are seen only by the referring instructor, student, counselor and appropriate student support staff.

Please see “How to make effective comments” on the College’s Starfish Connect Resource Webpage.