

Ag Ed List-Serv Etiquette

1. When you have a question, refer to your list of experts in your beginning teacher binder. Try to ask these people first before you turn to the whole listserv.
2. If you have a question that pertains to your area, try to e-mail some of your surrounding teachers and ask them before you turn to the entire listserv.
3. Student situation should **not** be on the listserv. This is what mentors and friends are for.
4. Have a general video worksheet made for videos that you need to show and do not have a specific worksheet for. Pre-view the movie yourself, then watch the video with the students and create your worksheet then. Otherwise have the students make up questions as they watch the movie and use their questions to make your own worksheet.
(It is a great activity to have the students work with the teacher to create discussion questions or video questions, however the instructor needs to preview the video first, without students. There was a situation which resulted in the termination of a softball coach who was subbing and there was a questionable video that parents responded to.)
5. Try and limit your number of listserv emails. You don't want to make yourself look incapable of advocating for yourself.
6. Be sure to edit your e-mails that you are sending out. Be specific on what you are looking for so that people can help you. (You can set up an automatic spell check on all outgoing e-mails through your e-mail account to ensure every e-mail gets checked)
7. Most FFA related questions can be found on the FFA website(wisconsinffa.org). There is a lot of information on here, so check that before you check with the entire listserv.
8. There is no soliciting on the listserv.
9. Be sure that when you reply to an e-mail that you hit "reply" to just send that person a response. If you hit "reply all", you will send your response to the entire listserv.
10. It does take time to reply to your listserv emails. Please and Thank You go a long way.

AgEd Listserv Facts

- ✓ The listserv is comprised of not just Ag teachers but DPI members, University professors, FFA Alumni, and people from Wisconsin Business and Industry.
- ✓ There are over 375 people on listserv. Every time you send an e-mail make sure that you would want all of these people to see it.
- ✓ This is a great resource that we have to use to network all agricultural teachers together, be sure you do not abuse the privilege.
- ✓ As long as you have consulted the above etiquette tips and still need additional information send your emails to the list serv.