



D.A.D. Professional Development Listserv Guidelines

Thank you for choosing to join our listserv community. To ensure the best possible experience for our members, we have established some basic guidelines for participation.

By joining and using this e-mail list, you agree that you have read and will follow the rules and guidelines set for this discussion group. You also agree to reserve list discussions for topics best suited to the medium. This is a great medium with which to solicit the advice of your peers, benefit from their experience, and participate in an ongoing conversation.

Please take a moment to acquaint yourself with these important guidelines. If you have questions, contact the List Administrator noted in your welcome instructions. In order to preserve a climate that encourages both civil and fruitful dialogue, Dollar-A-Day Scholarship Fund, Inc. (D.A.D.) reserves the right to suspend or terminate membership for members who violate these rules.

Disclaimer(s): D.A.D. does not adopt and is not responsible for any comments, opinions, or messages posted on D.A.D. listserv other than those posted directly by D.A.D. staff for official business.

1. Civility

The fundamental rule of open and friendly discourse is the discussion of diverse views with civility and respect. It is always beneficial to remind ourselves of the importance of Islamic "adab", i.e. manners and courtesy, in our conversations.

2. Promoting Public Interest (Maslaha) and Avoiding Harm

We know the importance of all ranges of opinions having access to the public space, but we also know that if the nature in which an opinion is expressed is offensive, denigrating, intimidating, or inappropriately aggressive, then that expression harms the discourse as a whole, and may harm the maslaha of our American Muslim communities or Muslim individuals directly.

3. Respect for Others

Strong opinions are welcome, but they must be written in a way that is respectful to all potential readers. Use of expletives that insult or condemn other individuals, or groups, even indirectly, is not appropriate. Arguments which attack the person, are also inappropriate. Disagreement with ideas, individuals or groups can and should be made without resorting to extreme and/or insulting language. Disagreement with particular individuals must be made with special care and respect. We want our posts to reflect logical thinking, not emotional attacks.

4. List Administrator

The D.A.D. listserv List Administrator is the moderator of the listserv. The List Administrator has the authority to apply the guidelines outlined in this document, and to approve or reject postings to the listserv based on the same. The List Administrator is also permitted to ask for further information or clarification prior to deciding to post a message to the listserv. The List Administrator may forward a post directly to a particular listserv user if the post was a private message intended for that particular user and not the listserv at large.

5. Miscellaneous

- Be sure to include a descriptive subject line. E-mails received with no subject line may likely be perceived as spam by an email filter and be deleted before reaching the recipient's inbox.
- Responses to many listserv list questions and discussion topics are of interest to the entire list. In these cases, it is appropriate to reply to the listserv list address. However, if you request a personal response to a question posted to a list, make it very clear at the beginning of the message where responses should be sent and provide your e-mail address. Be sure to include your name and contact information so members are able to respond to you directly.
- **Personal replies should be directed to specific individuals rather than to the entire list. Remember to cut and paste the sender's e-mail address when replying rather than simply hitting the "Reply" button which sends the response to the entire list.**
- If you receive a notice that your original e-mail was "rejected" or you received a "delivery error", find out the reason for the rejection before resending the message so people do not receive duplicate e-mails. Often times, the error was in response to a problem with a single recipient's email and the message was indeed sent and received by many other list subscribers.
- If you prefer to read a summary of questions and responses posted to a listserv list rather than receive them individually, arrange for the "DIGEST" option. Individual subscribers need to request this function directly for the listserv.

We thank you in advance for your productive participation and look forward to the listserv's continued success. We also thank you again for your support of D.A.D.

For more information about D.A.D., please visit our website at www.muslimscholarship.org

Questions or Comments: pd@muslimscholarship.org.