

## SECUSS-L GUIDELINES - 1996

[Reviewed and approved by the SECUSSA National Team, 3 June 1996]

## INTRODUCTION:

SECUSS-L is an electronic discussion forum founded in 1993 by the Section on U.S. Students Abroad (SECUSSA), a professional interest section of NAFSA: Association of International Educators. It is exclusively intended for campus and overseas advisors, program administrators, and other international educators involved in study and work abroad programming which originates on U.S. college and university campuses or is done in conjunction with educational institutions. It provides an efficient and open means for SECUSSAns to share knowledge, information, and perspectives with each other, as well as with other professionals in the field.

SECUSS-L is the only national electronic discussion list dedicated solely to the discussion of education (study, work, internships, etc.) abroad and related issues. SECUSS-L also offers various TOPICS sub-lists for receiving or posting study and work abroad program announcements. Subscribers may choose to sign-up to receive these sub-lists, or not.

NAFSA also sponsors INTER-L, a network for NAFSAns involved in of international educational exchange. INTER-L is administered by MicroSIG, an interest group of NAFSA members. Subscribers to INTER-L may choose one or more Topics listings, each specializing in a particular professional interest area, including study abroad. All INTER-L subscribers receive postings intended for all NAFSANS.

Neither SECUSS-L nor INTER-L is actually "owned" by NAFSA. Both lists are made possible completely by the volunteer efforts of NAFSA MicroSIG members and others, the generosity of the institutions "hosting" the lists, and, in the case of SECUSS-L, with policies set by the SECUSSA National Team.

There is no charge for being a subscriber to SECUSS-L. The network is made possible through the generous support of SUNY-Buffalo, with thanks to James Gerland, Associate Director for Network Information Resources. The List Managers, appointed by the SECUSSA National Team, are:

Art Neisberg, [art@wwa.com](mailto:art@wwa.com)

William Hoffa, Academic Consultants International [bhoffa@external.umass.edu](mailto:bhoffa@external.umass.edu)

SECUSS-L policy and Guidelines for appropriate use are set by the SECUSSA National Team, which reviews them annually. Please read and follow these guidelines when utilizing SECUSS-L. It is recommended that you keep a copy of the guidelines and refer to it as needed. All remaining questions concerning appropriate network use should be directed to one of the List Managers.

## I. PROFESSIONAL DISCOURSE

The following uses have been suggested for SECUSS-L:

- A. Raising and discussing various broad, national issues and problems concerning education abroad, internationalizing the campus, gaining cross-cultural competence, etc.; to function as an open forum.
- B. Providing notices of all local, regional, and national meetings and conferences of interest to study abroad advisors and program administrators. This includes NAFSA, CIEE, AACRAO, SIETAR, NSIEE, EAIE, AIEA, etc. Postings should include dates, places, themes, fees, etc.. If possible, program descriptions, keynote topics, etc. should be given, as well as assessments and summaries.
- C. Offering succinct summaries of new articles, books, essays, and other writings on education abroad, perhaps with comments for discussion. Please give full documentation. Respect 'fair use' copyright laws. Please do not post whole articles.
- D. Carrying out brief surveys of facts, trends, opinions, perspectives, where a national sample is wanted and time is short.
- E. Functioning as an essential link the NAFSA/SECUSSA Emergency Communications Network, in times of global crises; to provide hard information from overseas and across the country on what the situation really is; to replace rumors with facts.
- F. Assisting study abroad advisors by serving as a place for them to ask questions and receive counsel and perspective from more experienced and/or informed colleagues--about programs, countries, support services, financial aid, etc.--when the resources at hand are inadequate.
- G. Reviewing and updating what we know about the educational systems in countries where American undergraduates wish to study, as changes affect education abroad opportunities.
- H. Linking study abroad advisors and program administrators more openly and quickly with overseas colleagues--in all the above.
- I. Listing job openings in the field.
- J. Suggesting even more SECUSS-L uses to your SECUSSA colleagues.

## II. APPROPRIATE USE

- A. Do not use the SECUSS-L network for messages intended for an individual receiver.
- B. The primary purpose of SECUSS-L is information-sharing and professional discourse among the membership of SECUSSA. Advertising and program information is not permitted on SECUSS-L TOPIC: DISCUSSIONS. This prohibition represents the overwhelming consensus of current subscribers, as confirmed by a user survey conducted in May, 1996, and approved by the SECUSSA Team during the Phoenix NAFSA Conference.

Subscribers seeking to post or receive announcements about established or new study, work, internship, etc. programs, deadlines, significant changes in

direction, location, structure, and the like, should sign-on to the SECUSS-L TOPIC: PROGRAMS sub-list. In this way all interested parties can give or seek further information about programs. [See below for information on how to sign-on to this sub-list]

C. It is not professionally appropriate to carry on detailed, judgmental discussions about individual programs on a public network such as SECUSS-L. In addition such discussions cannot be permitted for legal reasons.

### III. OPERATIONAL ETIQUETTE AND ADVICE FOR USING SECUSS-L

#### EFFECTIVELY:

A. Address your postings intended to be read by the entire network to: <secuss-l@ubvm.cc.buffalo.edu> (NOT to the 'listserv' address which is used for signing-on, signing-off, and other matters having to do with your particular account).

B. Always give your name and e-mail address at the end of your message so that others may reply directly to you. If your e-mail software allows it, please create an automatic ".sig" (or signature) file that contains your name, as well as your institution/program/agency, street address, phone and fax numbers and your e-mail address. Most systems do not allow this file to be more than 70 characters wide and four lines of text long.

C. Clearly identify the subject of your message in the "Subject" field. A designation indicating the general area of interest--e.g. "Discussions: Job Opening", "Discussions: Financial Aid Question," or "Discussions: Program Question," or "Programs: French Political Life Today -A Three Week Seminar" -is useful to people who have a great deal of mail to sort through.

D. You are more likely to receive the best results if your questions to other users are clear and succinct. Long, complicated requests for large amounts of information and reflection are not likely to be answered by your busy colleagues in the field.

E. While nearly all requests for information and professional guidance are appropriate and encouraged uses of SECUSS-L, it is suggested that you first consult the other sources of information which are readily available to you--e.g. campus or e-mail colleagues, standard guides and references, the World Wide Web, etc.--before posting to SECUSS-L.

F. The listserv software is configured in such a way that you will receive a notice that your posting has been distributed to the list, but will not receive a copy of the posting itself. Most e-mail software can be set to keep copies of outgoing mail and list members should make sure that this option is in place.

G. All replies to list postings should be sent to the original poster and NOT back to the entire SECUSS-L list, unless otherwise requested (e.g. as in the case of suggested general or forum discussions). Check your software to determine what is the "REPLY TO:" default setting. It should be sent to "REPLY TO SENDER" and not "REPLY TO ALL." If you are not sure how to set this, please consult your local computer experts. If you are replying to a

previous message, identify clearly the message to which you are replying or quote the relevant portions. Including the entire original posting is wasteful of bandwidth and is discouraged.

H. If you ask a question, most replies will come directly to you and other subscribers will not see them. However, when the topic is of general SECUSSA interest (and does not involve program assessment) please considering summarizing the information and responses you receive and share this with your SECUSSA colleagues. Note: selected summaries which contain valuable information will be collected and put in the SECUSS-L Archives (see below).

I. If you are composing your message while on-line, keep your lines short. Be aware when you are typing a message directly into the mailer that some systems must have a carriage return at the end of each line. Even though the text on your screen is "wrapping around," the actual message may be going out in one long line.

J. Since on-line editing can be very limited, it is suggested that you compose lengthy messages first on a word processor or editor.

BUT after composing a message via most word-processing programs, you must convert it to ASCII (a simplified format, also called a Text File) before sending it. Otherwise, lines may be split and garbled. Once you have done this, upload it (following the directions for your particular program) and then send it to the network address.

Be sure to submit only a text file. Files in (or containing) .rtf, html, etc. formats are likely to cause your entire message to be rejected by the listserv software. Do NOT attach .vcf address cards to your file.

#### IV. SECUSS-L SUB-LISTS

SECUSS-L is pleased to announce the implementation of Topics. We have created two topics, one called 'Discussions' and the other called 'Programs.'

The Discussions topic will now be home to discourse about issues relating to international education/study abroad, discussions that have made SECUSS-L so valuable to the 600+ readers who subscribe to it. The Discussions topic will welcome general but also specific ones such as: "I've looked in all the standard guides and just can't find a program to X during the Y semester. Anyone know of one?"

On the other hand, many subscribers to SECUSS-L have let us know that they find news of new programs, extended deadlines, etc. to be another valuable service SECUSS-L could provide. We have therefore also created an experimental topic called Programs where you are free to post such announcements. We do request, however, that you limit your postings to a reasonable length. Because we represent professionals in the study abroad profession, we find that announcements comparing your programs to someone else's (e.g. "Our programs provide better food for a cheaper price than X's programs!") are NOT appropriate and will not be tolerated. Also announcements having nothing to do with study abroad will not be allowed (e.g. no cereal or coffee offers).

HOW TO POST TO SECUSS-L FROM NOW ON:

When you send ANY message to SECUSS-L, you must now identify its topic in the Subject: field of your message.

For example, to send a message concerning a Discussions topic such as how your institution treats the transfer of credit earned in study abroad programs, you would send your message, as you do now, to secuss-l@ubvm.cc.buffalo.edu but in the Subject line would look as follows:

Subject: Discussions: Credit Earned in Study Abroad Programs

The "Subject:" is of course something produced by your email program. Your typing would be limited to "Discussions: Credit Earned in Study Abroad Programs".

If you wish to post a message about a program your institution offers, your subject line would look as follows:

Subject: Programs: Art and Architecture in Italy -- Summer 1996

Again, your actual typing would be limited to Programs: Art and Architecture in Italy -- Summer 1996 which you would place after your email programs "Subject:".

We strongly discourage posting to both topics at once. In fact, they should be seen as mutually exclusive; either you are discussing or you are promoting/announcing.

Please note that you *must* use the topic names Programs: or Discussions:.

Messages with a subject line that does not conform to these conventions will NOT be seen by subscribers. For example, subscribers would NOT see postings where you simply put no topic at all or postings with a topic of, say, Thoughts (since this is a Topic that doesn't exist). In the beginning I will, however, watch that your postings are correctly formatted so that subscribers do receive them and will notify you if there is a formatting problem.

We have now set your subscription options to receive ONLY the topic Discussions. Those of you who wish to receive program announcements topic: Programs) are invited to change your options so that you will receive promotional messages. Simply send a message to listserv@ubvm.cc.buffalo.edu with no subject and no signature file and one line of text:

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set secuss-l Topics: +Programs
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^ Note the 'plus' sign

You should receive a message from the listserv to let you know that you have changed your topics options.

Of course you may also choose not to receive announcements once you have told the listserv to send them to you, by sending a message as above with the line:

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set secuss-l topics: -Programs
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^ Note the 'minus' sign

In listserv-ese, + adds a topic, - removes a topic, and no plus or minus resets your options. Caution: "set secuss-l Topics: Programs" would therefore completely reset your options and you would receive NO Discussions postings!!

You can always check on your options by sending the following command to [listserv@ubvm.cc.buffalo.edu](mailto:listserv@ubvm.cc.buffalo.edu) query secuss-l

#### V. MAINTAINING YOUR SUBSCRIPTION:

A. RE-SUBSCRIBING: If you are removed from SECUSS-L because of problems with your mail system, you should resubscribe as soon as those problems are resolved. To do so, send a mail message with NO subject line and NO signature file to:

[listserv@ubvm.cc.buffalo.edu](mailto:listserv@ubvm.cc.buffalo.edu)

The message should be as follows (without the <>'s):

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subscribe secuss-l <FirstName> <LastName>, <Institution>
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B. OTHER COMMANDS AND SERVICES: All commands listed below should be

sent to: [listserv@ubvm.cc.buffalo.edu](mailto:listserv@ubvm.cc.buffalo.edu)

These include: set secuss-l nomail

(This command temporarily suspends SECUSS-L delivery until you reset it to "mail." If you are going to be away, PLEASE DO THIS!

The "away" or "vacation" programs which may be part of your software have a tendency to clog SECUSS-L mailboxes with announcements of your vacation plans. We are happy you have vacations, but as a list we would really rather not know about them! So share your joy about being away in private e-mail if you will, but PLEASE set secuss-l nomail. If you do not and if we continue to receive bounced messages from you, we will be forced to remove you from the SECUSS-L list--and think how bad you'll feel when you come back from vacation. Use "set secuss-l nomail", and you'll feel good stepping back into your office with all that work waiting -- but with a clean e-mail box!)

set secuss-l mail (for when you return)

set secuss-l digest (if you wish to receive all secuss-l messages together, once per day). Digest recipients will find all messages for all SECUSS-L topics in their daily digests.

set secuss-l nodigest (if you change your mind)

unsubscribe secuss-l (which we hope you will never use)

review secuss-l (when you wish to get a "raw" membership list from the listserv -- and, if you can save this as a text file, you may be able to pull this list up in your word processing program and use the search feature to find a colleague's current e-mail address)

index secuss-l (to see what archived files are available--these include both monthly logs and specific topic files)

get <file> <suffix> without the <>'s when you want a specific file. For example, if you have been away and would like to all messages submitted to secuss-l during July and August 1996, you would send a message to listserv@ubvm.cc.buffalo.edu with the following lines:

set secuss-l mail (to turn your SECUSS-L mail back on)

get secuss-l log9607

get secuss-l log9608

Warning: messages to the listserv may include several lines of commands. As always, do NOT include a signature file with your commands! If you do include a signature file (a definite no-no!!), the listserv thinks every line of that file is a command. Naturally it doesn't know how to process lines starting with things like "======" or "University of ", so it sends an error message back to you. Thus, do NOT use signature files in messages sent to:

listserv@ubvm.cc.buffalo.edu

C. CHANGE OF NAME OR ADDRESS: If you want to change the way your name is listed on SECUSS-L, send a new subscribe command. If the Listserver finds your e-mail address already on the list, it will simply update your listing.

D. MONTHLY REMINDERS: Full instructions for each of the above operations will be included in the monthly reminder sent out at the start of every month.

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