Student Blogger Instructions
If you are selected as the student blogger for your site, you are to follow the instructions below for submission of your blog entry to the IUHPFL office:

1. Draft a weekly blog entry between 300 and 500 words in the language of the host country. Comment on your daily life and activities as an IUHPFL student (interactions with your host family, the local culture, classroom experiences, excursions, etc.). Be creative and original in your descriptions.
2. Edit your draft and then send it to your onsite grammar instructor for review. S/he will proofread it with you, and then submit it to the IUHPFL office.

The IUHPFL office will read and approve your entry before publication. Each of the Program blogs will be linked to the IUHPFL website. Examples of previous years may be viewed on our website.

Code of Ethics
Student bloggers are expected to uphold the following social media ethics, which are adapted from Indiana University’s Office of Overseas Study’s Code of Social Media Ethics:

• **Be honest and fair**
If you blog for the IUHPFL, we ask that you be honest, fair, and transparent. Avoid libelous phrasing that may result in injury to the reputation or character of the IUHPFL or another person.

• **Be accurate**
Never publish information that is inaccurate or questionable. It is better to verify information with a source than have to post a correction or retraction later. Be mindful of copyright and intellectual property rights of others. Avoid plagiarism and inaccurate information by identifying and linking to sources when relevant.

• **Be respectful**
If you blog for the IUHPFL, we ask that you be respectful and avoid stereotyping by age, color, disability, ethnicity, sex, gender, gender identity, marital status, national origin, race, religion, sexual orientation or veteran status, physical appearance or social status.

• **Be accountable**
Admit mistakes and correct them promptly. Abide by the same high standards to which you hold others.

• **Think before you write**
Social media is considered a public forum that is easily available and accessible. Posts and comments can and will be forwarded, copied, archived and searched years after the publication date. Do not post anything you would feel uncomfortable presenting to others. If you feel passionate about a subject, it is recommended to delay posting until you are able to voice yourself in a clear, constructive manner. Vulgarity and aggressive dialogue will not be tolerated.

• **Maintain confidentiality**
Use good judgment in protecting personal information and in respecting the privacy of individuals. Do not post confidential or proprietary information about the IUHPFL, its students, alumni or employees. Please also use proper ethical judgment and follow university policies as they relate to federal requirements, such as HIPAA and FERPA. If discussing situations, please do not identify those directly involved.

The IUHPFL has the right to:
⇒ approve all submitted entries and comments, including those representing the IUHPFL office.
⇒ request edits be made before final publication.
⇒ modify, add terms or specifications to the Social Media Ethics Agreement if necessary.

For more information or clarification of the code, please contact the IUHPFL at iuhpfl@iu.edu.