



(1) Guides for posting and contributing to an online discussion are as follows:

Postings should be evenly distributed during the discussion period (not concentrated all on one day or at the beginning and/or end of the period).

Postings should be a minimum of one short paragraph and a maximum of two paragraphs.

Avoid postings that are limited to 'I agree' or 'great idea', etc. If you agree (or disagree) with a posting then say why you agree by supporting your statement with concepts from the readings or by bringing in a related example or experience.

Address the questions as much as possible (don't let the discussion stray).

Try to use quotes from the articles that support your postings. Include page numbers when you do that.

Build on others responses to create threads.

Bring in related prior knowledge (work experience, prior coursework, readings, etc.)

Use proper etiquette (proper language, typing, etc.).

(2) Rubric for evaluating online discussions:

Online Discussions Rubric				
Criteria	Excellent	Good	Average	Poor
Timely discussion contributions	4-5 postings well distributed throughout the period	3-4 postings distributed throughout the period	2-3 postings somewhat distributed	1-2 not distributed throughout the period
Responsiveness to discussion and demonstration of knowledge and understanding gained from assigned reading	very clear that readings were understood and incorporated well into responses	readings were understood and incorporated into responses	postings have questionable relationship to reading material	not evident that readings were understood and/or not incorporated into discussion
Adherence to on-line protocols	all on-line protocols followed	1 online protocol not adhered to	2-3 online protocols not adhered to	4 or more online protocols not adhered to
Points	5	4-3	3-2	2 or less