**Guidelines for Online Discussion Boards**

The purpose of the discussion board prompts is to facilitate a dialogue, much like one that would occur in a face-to-face course, and therefore must include exchanges. Below are the criteria I will use to evaluate the discussion posts. Student's initial post needs to be 150 words minimum and 75 words minimum for your responses to your classmate.

Three important rules for Discussion Boards:

1. Please remember that the cultural of mutual respect that is part of this course extends into the online class.

2. Participation in these discussion boards is required

3. Participation alone is not enough; a thoughtful and meaningful approach in your posts is required.

Consider these ideas and then review the rubric below:

* Post early and stay active throughout the week. You are required to be active on the board at a minimum of 3 days a week.
* Posts that come only on the last day of the week do not allow for collaboration and will receive minimal points.
* Begin each reply to a colleague with a greeting (example, Dear Mary) and end with your name (Although this may seem redundant, these courtesies provide good examples of net etiquette and also make review from a collection of posts easier to identify.)
* When you write, I agree...or please explain...or reference any idea from a prior post be sure to state the idea again (example I agree that using net etiquette is of utmost importance.)
* The response I agree must give more information or further the idea. Simply posting I agree is not acceptable.
* Only reply when you can add to the information given, support an idea, or ask a question to leads to more thinking. Although you are required to respond to two colleagues, responses must further the information given.
* If you have a question or would like to respond to ideas that are not part of the discussion use the cyber café.

*Note the guidelines and rubric were adapted from these sources: teaching.uncc.edu and cecil.edu websites.*

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| **Criteria** | Excellent  2 Points | Good  1.5 Points | Average  1 Points | Poor  .5 or less Points |
| Assignment Submission | Student successfully posted the assignment on or before the stated due date | Student was slightly late with assignment post | Student did not successfully post the assignment by the due date | Student did not successfully post the assignment by the due date |
| Spelling and Mechanics | Excellent mechanics, sentence structure, and organization | Significant mechanics, structure and organization | Some grammatical lapses, uses emotional responses instead of relevant points | Poor grammar, weak communication and/ or lack of clarity, poor presentation of thinking |
| References & Support | Uses references to literature, readings, or personal experience to support comments | Incorporates some references from literature and personal experience | Uses personal experience, but no references to readings or research | Includes no references or supporting experience |
| Content Knowledge | Outstanding ability to grasp concepts from course materials | High level of ability to conceptualize essential ideas from course materials | Some ability to conceptualize essential ideas from course materials | Limited ability to conceptualize concepts from course materials |
| Peer Responsiveness | Demonstrates analysis of others’ posts; extends meaningful discussion by building on to others’ posts | Elaborates on an existing posting with further comment or observation | Posts shallow contribution to discussion (e. g., agrees or disagrees); does not enrich discussion | Post no follow-up responses to others |