

Discussion Board Guidelines

Before you begin, read your discussion question carefully—pay attention to due dates if the question requires multiple answers and citation requirements. Review the discussion rubric criteria's to review areas to be addressed when writing your response.

When drafting the post (initial and response to a classmate), begin by drafting your post in MS Word as this will allow you to check for spelling, grammar, and punctuation. Type your post in an essay format with an intro, body, and conclusion. When starting your post, don't be too abrupt; allow the reader time to get "into" your post. Provide detailed information in your response. Make a connection to materials from the class and outside sources. Use a APA style when citing your sources.

When responding to a post, remember you are to respond to two (2) of your classmates. Address your classmates by their names when you respond to their posts. Ask questions and point out specific details that you found interesting about the other posts. The goal of responding is keeping the conversation going. When responding, compose your response using the 3C & Q Method developed by Jenn Stewart-Mitchell

- Compliment — Start positive: **I like that ... Thanks for sharing your thoughts**
- Comment — On something that is meaningful or relevant (be specific) your classmate had to say: **I agree with that, I disagree because ...**
- Connection — Explain your connection with what your classmate had to say: **I also thought ...**
- Question — To keep the conversation going, ask a specific question about something that your classmate wrote: **I wonder why ...**

Being respectful is especially important when participating in discussions.. The discussion board is a place where you can share your perspective and, more importantly, learn from others. It is not a place to argue who is right and who is wrong. Remember, the reader cannot see you, and it can be easy for someone to take something you say the wrong way, so be mindful of what you write.