***FORUM DISCUSSION GUIDELINES***

The learning in an online course is greatly enhanced through the exchange of student ideas in the forum discussions. These discussions are an integral part of the Career Development Facilitator course and counts as a significant part of your grade.

It is important to **Review the Netiquette** on Moodle as student discussions should be conducted in a respectful, courteous manner. Failure to conduct oneself in a respectful manner in the forum discussions will adversely affect your grade and chance of passing the course.

You are expected to post your answer to each forum discussion each week by the time stated in your syllabus. You are also expected to **post at least two messages** in each forum that responds to postings of another classmate by expanding or questioning his or her comments.

**Quality postings** are more than "Good job!" or "I agree with you!" If you agree with a classmate, *explain* the reasons for this. If you disagree with a classmate, provide reasons to support your position. Writing discussion posts is different from writing a term paper or responding to an essay question on an exam. As you post messages to the discussion forums, keep the above parameters and the following objectives in mind, as they will be the criteria on which you will be graded:

**Relevance:** Messages should relate to the subject matter. They should provide information, opinions, or questions about career development concepts. Relating the subject matter to personal experience is acceptable as long as the focus remains academic in nature.

**Concise/Grammatically Correct:** Effective messages get to the point, are clearly stated, and are limited to one screen. Also, make sure you are spelling your words correctly and using appropriate grammar. In other words, this is not like sending a text message to your friend.

**Interactive:** Online discussions work best when interaction occurs. Reply messages should explore, explain, or expand on a concept. If classmates reply or object, the message has served its purpose. A focused message that induces replies from fellow students moves the discussion forward and enhances learning.

**Promptness:** Your message should appear in the context of other similar messages. Reading the forum discussion each week provides the opportunity to enter the discussion on a regular basis. Otherwise, your comments appear late and out of context.

**Logical:** Educated persons value arguments that are logical. If your message is not a question, it should contain a logical argument. Conclusions should be clearly stated and supported by premises, reasons, evidence, or grounds for belief.

**Novelty:** Messages should introduce new ideas, issues, or questions that are relevant to the discussion. This shows that you not only understand the material, but that you also are able to relate it to other issues.

**Please type your forum discussion messages in Word and save them. This is important as sometime technology fails us. This could be as simple as hitting the forward button and losing our response before saving or a power outage that cause our posting to disappear. We should all be safe and not sorry when saving work on our computer.**

