**Discussion Guidelines**

# Overview:

Discussions provide you with the opportunity for interaction and exploration of issues and ideas. As a leader you will use your own experience, skills and judgment to make decisions, but a wise leader will tap the expertise and perspectives of his or her staff in making decisions as well as assisting staff in making decisions. The class is your team and the exchange of ideas among your group will help you form and refine your opinions and ultimately lead to good decisions in the workplace.

# Discussion Tips

1. Think creatively—oftentimes the best decisions are made by looking at all possible issues and solutions before prematurely making a decision.
2. The discussion area is equivalent to an actual meeting in the workplace, so considerate behavior is expected. If you intend to critique someone, do so in an appropriate manner.
3. Adapt a style of interaction that is professional in tone, helpful, responsive and supportive. We want to replicate a professional setting; discussions are not an appropriate forum for letting off steam, airing purely personal opinions or relating irrelevant anecdotes. Avoid arguing.
4. You must also respond to the postings of at least two additional membersof the class. Your response may be to follow up on points made in the posting, develop new points or bring in additional information to the discussion.

# Important Considerations

1. You cannot participate in discussions beyond the week the discussion is assigned as they are interactive in nature; for that reason I cannot allow you to delay your posting beyond the due date.

***Grading for Class Discussions***

Construct an initial post in response to the discussion question by the assigned date. (You may lose up to 2 points if you miss this deadline). You will be graded for your

thoughtful analysis of all relevant issues, your insight into other’s comments and postings, your ability to respond to suggestions and comments about your postings, and the quality of your writing. You are expected to integrate the ideas and concepts set forth in the course materials into your postings. If you use the text or other material as a source, provide the source in your post with enough information that others can find the material (such as the page number in the text).

Read the posts of all students in the class and respond to the postings of at least two students and answer any follow up questions asked by fellow students or the instructor. Your responses may be follow-up points made in the posting, or you may disagree with points, develop new points, or bring out additional information. Analysis and thoughtful insights will enhance your discussion grade.

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| **Criteria** | **Possible Points: 10 or 20** |
| Participated in a positive and timely manner. | Weight 80% / Max 8 or 16 points |
| Responded to at least two other student posts in a thoughtful and positive manner. | Weight 20% / Max 2 or 4 points |