

Interaction Guidelines**Example****Beth Rubin, PhD****Department: School for New Learning****Course: Wanted: Best and Brightest**

Fully online course on intelligence testing and its uses in employee selection and placement.

Online Participation Guidelines**Assessment Criteria for Online Discussion Participation**

- In online discussions, you will clearly and consistently link what you are learning in the course, including course readings, to your real life experiences. These discussions are a place for you to exchange reflections with others in the class.
- Specifically, in order to receive credit for participation in the online discussion parts of the course it is important that:
 - you actively contribute substantive work (as defined below) at least 3-4 times per week in all discussion forums and in a range of topics in each forum.
 - you accurately integrate information from multiple sources, particularly class readings. (Be sure to cite your sources appropriately; see “Online Participation Guidelines” for more information).
 - you provide both depth and breadth of comments and analysis.
 - you actively contribute to the online discussions in a collegial fashion, maintaining a respectful tone toward other participants, greeting others by name and closing with a signature.
 - you contribute original ideas to the online discussion in ways that facilitates learning for other people, relating personal ideas to course ideas.
 - you demonstrate good “listening” skills and active inquiry skills in the online discussions. This means that you should pay attention, address the commentary of others with openness, and offer constructive and interested commentary, whether in the form of questions or statements.
 - you otherwise follow the “Online Participation Guidelines.”

Online Participation Guidelines

The class Discussion is the forum for your participation, analysis and application of information in this class. It is the equivalent of our classroom.

Three discussions will help you get off to a good start on the course:

- Introductions: This is where you introduce yourselves to your classmates, and begin to develop a learning community.
- Course Q&A: this is where the management and administrative tasks of the course are conducted, and where you can ask 'process' questions and receive answers.
- A social meeting space for discussion that is not directly related to course content.

Every week there will be discussions set up to focus on the class content. This participation is graded, and that grade is a significant component of your overall class grade.

- Participation is essential, so please connect to the course at least every second day, preferably daily.
- New questions will be added to the discussion topics throughout the week. Respond to the initial question or assignment early in the week; later in the week post comments to other class members to extend the discussion, and respond to additional questions from your instructor. The entire week is designed for you to actively engage in a range of ideas and topics.
- Discuss critically, give support to your peers, provide your own ideas and experiences, challenge the ideas of others or just make a comment that you read the posting.
- Include ideas, theories, research, and applications from the class readings.
- The role of the instructor is to make it easy for learners to interact, to promote significant discussion, to give feed back on postings and offer help where needed.
- This is not an independent study course, but a paced online group learning experience. This study guide indicates 6 to 11 hours per week of time is to be spent on this course of ten weeks.
- Please accept the challenge to work with others, to construct knowledge in negotiation with others. Working individually on the assignments and just posting them might not lead to significant knowledge and skills.

Requirements

You are required to log in to your course at least four times a week so that you can participate in the ongoing course discussions.

Online courses are no less time consuming than “face to face” courses. You will have to dedicate some time every day or at least every second day to your studies. A typical four credit hour “face to face” course at SNL involves three hours of classroom meeting per week, plus at least three to six hours of study and homework per week.

This course will require at least the same time commitment, but your learning activities will be spread out through the week. If you have any problems with your technology, or if you need to improve your reading or writing skills, it may take even longer.

The instructor should be notified if your life events do not allow you to participate in the course and the online discussions for more than one week. This is particularly important when there are group discussions or you are working as part of a team.

As an online student, you will be taking a proactive approach to your learning. As the course instructor’s role is that of a learning guide, your role is that of the leader in your own learning.

You will be managing your own time so that you can complete the readings, activities and assignments for the course, and you will also be expected to take a more active role in peer learning.