

ON-LINE ASSIGNMENT GUIDELINES

Class Meetings (“Chats”)

The ‘chats’ are our class meetings: a place of questions, comments, and discussion of the course topics. The chats are 50 minutes long, from 7-7:50 p.m., Pacific Time. Please be ready to give your full attention to the class during all that time as you would in a physical classroom.

The room will remain open from 7:50-8:20 (or longer, if anyone wants) for comments or discussions of broader issues. We ask that you be especially carefully to avoid comments to colleagues, especially those particular to your teaching assignment, department, school, or

district. Hold *all* comments and discussion of those issues until after 7:50. Please remember that it embarrasses the moderator and others in the room to be forced to police conversations. You might want to open a word processor document or a Notepad or TextEdit window to save comments for that later time. Remember, too, that chats are public, archived discussions.

Class discussion grades take into account the value of contributions at least as much as their number.

There is, obviously, no way to ‘make up’ a missed chat.

Posting Questions

Each week you will post to the Forum two valid and helpful questions based on the reading from the previous week. “Valid” here means you are asking a question to which you do *not* know the answer. The question could be hypothetical but not rhetorical, so avoid putting up a statement phrased as a question. “Helpful” means that your question suggests a new way of looking at an idea or question.

Both the posting and the responses explained below are writing assignments. They are to be completed with a word processor or text editor

and then ‘cut and pasted’ into the Moodle pages. *These are not to be spontaneous reactions but considered ideas expressed in college-level English.* Casual, impromptu questions or responses will receive little, if any, credit. The questions you take the time to think out, word carefully, and post deserve to be read carefully by others who go away and reflect on them, working out thoughtful and well expressed responses. The grading system will protect you from any quickly posted “off the cuff” response to your questions.

Responding to Posts

Each week you will respond to any two posts from others from the previous week. What you put in the response is up to you as long as you address the question after some careful thought. You might offer an answer to the question; you might pose a new question that the original question suggests; you might do something else. Choose posts from two different people.

Keeping Up

The work should not be burdensome here. But we’re teachers, and we cannot always control our environment. If you should see that you are going to get behind at some point, please talk with the instructor immediately. There is normally leeway available in advance of a due date. There is *none* on the day something is due.