

## **Discussion Forum Guidelines**

1. This discussion forum is for educational purposes only. Shared knowledge helps us all to learn more.
2. Please hold to a single topic for each thread. If you are creating a new thread, please be sure that the topic for the thread is clearly stated in the Subject line.
3. In responding to the discussion questions posted, please answer the question completely.
4. Ideas can be suggested, but remember that we should base our opinions on evidence, research, and scholarly writings. You are expected to support your comments with literature. You are encouraged to post internet links and articles in your postings to aid in understanding.
5. Original postings and replies should be relevant and contain substance. Please refrain from 'I agree' or 'yes' replies; this will aid in respecting your colleagues' time spent in the discussion board.
6. Please remember people are sensitive towards criticism or perceived criticism. Keep responses positive and constructive.
7. If you read a posting and feel that the replier misunderstood your post, give the writer the benefit of the doubt. Communicating on-line is very difficult. Not everyone has the needed writing expertise to adequately express themselves.
8. Please post your additional questions regarding the topic, as many will benefit from the answers as well as discussion.
9. Responses should indicate agreement/disagreement and why. You might offer an alternative explanation or provide peers with additional information, such as an article or website.
10. We reserve the right to delete any inappropriate message or messages not in accordance with these guidelines.