

HOW-TO GUIDE for CLASSICS 202

DISCUSSION FORUMS

As outlined in the syllabus, you will be required to participate in an on-line discussion forum. The discussion forums are designed to allow time for discussion of themes and questions related to the study of Roman literature and society and to inject your own interpretations (and opinions) of our class readings. There will be **3 graded discussion forums**. **For each discussion, you are required to post a comment response to that week's discussion topic and respond to another student's comment.**

The format for these is simple. A question will be posted, related to the topic(s) for that week and each student will be required to **engage in a discussion of that topic in TWO WAYS:**

- 1) Post an Initial Post to the discussion question.
*The first **Initial Post** should be at about 400 words. When constructing your argument you should use at least one specific example taken from the relevant reading (unless otherwise indicated). A good response should not only answer the question thoughtfully, but also offer an original contribution to the discussion.*
- 2) Post one Reply Post to a fellow student's post offering additional support, criticism, and/or any additional commentary.
*The second **Reply Post** should be about 150 words and should provide constructive comments or feedback to another student's initial post. Please note that simply agreeing or for example, saying "nice post" is not sufficient to receive credit.*

You should feel free to post more often, but these two posts will be part of the evaluation.

You will first need to click on '**Discussions**' or '**Assignments**' on the left of your screen. You can then select the discussion topic that you will need to read and comment on. If a discussion is not yet open to you, you will not see it in your Discussion list. After a discussion has closed, you will be available to read it, but you will not be able to write anything new. You must participate in Discussions during the scheduled times.

You should compose your responses in a Word file, proofread them, check the word count and then copy and paste them in the space provided after clicking 'reply'. You can also compose your reply directly as HTML text. Please, **do not** post responses as attachments (Word or Pdf). Click on "Post reply" below the text box to post your comment.

Remember that after your initial post, you need to reply to another student's initial post. *Please POST your Initial Post as early as possible, so that everyone will have ample time to post their Reply Posts.**

Students will be evaluated on both their initial response to the discussion question AND their reply to one of the other posts. **Initial Posts should be well-written, thoughtful, and approximately 400 words.** Points will be deducted for posts that are less than 400 words. As mentioned above, you should compose each post in a separate file (for example, a Word file) and then cut/paste into the on-line version. **Response Posts should be approximately 150 words** and should likewise be drafted in a word processing program, spell-checked and proofread before cutting and pasting to the discussion thread on Canvas. Points will be deducted for posts that are less than 150 words. These responses should contribute to the discussion, rather than simply agreeing with the poster's thoughts. **Each discussion forum will be graded out of 10 points and worth 10% of the final grade.** Posts on the discussion forums will be graded on **a scale from 0 to 6 for the Initial Post and 0 to 4 for the Reply Post.**

The following chart will help explain how each post is graded, keeping in mind that posts which do not adhere to the prescribed word limits will automatically receive point reductions:

Initial Post (6 pts):

- 0 = failure to complete the assignment on time or irrelevant post
- 2 = post of little substance and/or low word count, written with poor grammar and lacking proofreading
- 4 = post that answers the essential part of the question but lacks adequate support, written with few grammatical and/or spelling mistakes
- 6 = relevant, thoughtful and well-structured post that answers the questions and is free of grammar and spelling mistakes.

Reply Post (4 pts):

- 0 = failure to complete the assignment on time or irrelevant post (responses such as 'Nice Post' or 'Good job' will not receive credit)
- 2 = post of little substance and/or low word counts, written with poor grammar and lacking proofreading
- 4 = thoughtful response that provides good comments and well-supported counter arguments and is free of grammar and spelling mistakes.

I respond to posts within the discussions and make comments once the discussion is closed.

The grades and feedback for each Discussion Forum will be available within a week after the discussion closes. If you have ANY questions about your Discussion grade after it is posted or would like advice on how to improve your posts, please contact me immediately.

PLAGIARISM

While it should not be necessary to mention this, any forms of plagiarism (copying text directly from your textbook, other books, the lecture notes, the internet, or other students without quoting the source), will result in an F and the student will be reported to the

Dean of Students at UWM. You simply cannot cut/paste word-for-word information into your Discussion Posts without acknowledging the source. You must use quotation marks when using a specific phrase from the book or lectures. If you use information taken directly from lecture notes/texts, you must cite your source to avoid looking like you are cheating. In the case of Discussion Posts, students who copy or closely mirror posts of another student will not receive credit. All work completed should be your own!

ETIQUETTE

Participants in Discussion Forums should treat each other with respect and abide by normal rules of good taste and healthy dialogue.