



# Discussion Forum Guidelines and Grading Rubric

For 300-400 Level Courses in the Mark Skousen School of Business  
Grantham University

## Participation guidelines (These guidelines pertain to your initial and reply posts to the discussion forum prompt. Note the due dates for each.)

INITIAL POST	REPLY POSTS
<ul style="list-style-type: none"> <li>• Create a thread (initial post) by 11:59 pm EST on Sunday (Day 5)</li> <li>• Write at least 200 words</li> <li>• The majority of your post must be original words, thoughts, and ideas</li> <li>• Identify the source of all information that you use</li> <li>• Post must be typed in the discussion message box, not attached as a document</li> </ul>	<ul style="list-style-type: none"> <li>• Post at least two replies to either peers or the instructor by 11:59 pm EST Tuesday (Day 7)</li> <li>• At least one reply post must be made on a <b>different</b> day than your initial post</li> <li>• Write at least 100 words per reply</li> <li>• The majority of your posts must be original words, thoughts, experiences, and/or ideas</li> <li>• Identify the source of all information that you use</li> <li>• Post must be typed in the discussion message box, not attached as a document</li> </ul>

## Grading Rubric (The discussion grading rubric explains expectations and will be used to evaluate your contribution based on the quality of work in your initial posts and replies. A total of **50 points are possible**, distributed among the three criteria listed below.)

	Far Exceeds Expectations <b>18 - 20.0 points</b>	Exceeds Expectations <b>16 - 17.9 points</b>	Meets Expectations <b>14 - 15.9 points</b>	Partially Meets Expectations <b>12 - 13.9 points</b>	Does Not Meet Expectations <b>0 - 11.9 points</b>
<b>Application and Content.</b> (Apply critical thinking and analysis to demonstrate an understanding of lesson topics).	<ul style="list-style-type: none"> <li>• Thoroughly answered the discussion question(s) and replied with clear, well-developed, and meaningful thoughts.</li> <li>• All critical points were addressed individually and supported by evidence of having read the assigned course readings and applying the majority of the basic concepts in the initial post.</li> <li>• Relevant ideas or practical experiences are used to emphasize the understanding of the discussion topics(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Answered the discussion question(s) and replied with clear, well-developed, and meaningful thoughts.</li> <li>• Most critical points were addressed individually and supported by evidence of having read the assigned course readings and applying some of the basic concepts in the initial post.</li> <li>• Relevant ideas or practical experiences are used to emphasize understanding of the discussion topic(s).</li> </ul>	<ul style="list-style-type: none"> <li>• Answered most of the discussion question(s), but not fully developed to demonstrate strong analytical and critical thinking skills.</li> <li>• Some critical points were addressed individually, but not supported by evidence of having read the assigned course readings and applying basic concepts in the initial post.</li> <li>• Relevant ideas or practical experiences were absent or limited.</li> </ul>	<ul style="list-style-type: none"> <li>• Partially answered the discussion question(s) by identifying the main topic(s), but lacked elements of critical thinking and analysis.</li> <li>• The points addressed were not clear or well-developed.</li> <li>• Relevant ideas or practical experience(s) were not provided.</li> <li>• Evidence of having read the assigned course readings was not clearly demonstrated.</li> </ul>	<ul style="list-style-type: none"> <li>• Insufficiently answered the discussion question(s).</li> <li>• The points addressed inadequately addressed the topic.</li> <li>• Relevant ideas and practical experience(s) were not provided.</li> <li>• The points discussed lacked evidence of having read the assigned course readings.</li> </ul>

	<b>18 - 20.0 points</b>	<b>16 - 17.9 points</b>	<b>14 - 15.9 points</b>	<b>12 - 13.9 points</b>	<b>0 - 11.9 points</b>
<p><b>Engagement and Participation.</b> (Encourage further discussion from peers and provides meaningful contribution on the topic. Participate in a respectful manner, with appropriate length and punctuality. Participates throughout the week and meets deadlines.)</p>	<ul style="list-style-type: none"> <li>Engaged in the discussion forum by offering extended or in-depth posts and generating relevant conversations and questions among peers.</li> <li>Participated multiple days throughout the week. Met deadlines, and exceeded the participation guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Engaged in the discussion forum by offering substantive posts and generating relevant conversations or questions among peers.</li> <li>Participated multiple days throughout the week. Met deadlines and exceeded the participation guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Engaged in the discussion forum by offering satisfactory posts, but did not promote further conversations or questions among peers.</li> <li>Participated multiple days throughout the week. Met deadlines and the participation guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Engagement was lacking in the discussion forum. The posts did not generate relevant conversations or questions among the peers.</li> <li>Participated multiple times during the week, but did not meet the deadlines or participation guidelines</li> </ul>	<ul style="list-style-type: none"> <li>The posts were not engaging, and prevented others from participating in a discussion that added value to the forum.</li> <li>Participated at least once during the week, but did not meet the deadlines and participation guidelines</li> </ul>
	<b>9 - 10.0 points</b>	<b>8 - 8.9 points</b>	<b>7 - 7.9 points</b>	<b>6 - 6.9 points</b>	<b>0 - 5.9 points</b>
<p><b>Clarity and Organization.</b> (Present well-reasoned, organized, and structured ideas, with an appropriate use of writing style).</p>	<ul style="list-style-type: none"> <li>Paragraphs and sentences are well-developed, properly formatted, and contain strong topic sentence.</li> <li>All arguments and point(s) presented are consistent, clear, and concise.</li> <li>Exceptional use of grammar, and free of spelling, punctuation, or other mechanical errors.</li> <li>All references used are identified by proper in-text citations and are listed at the bottom of the post(s).</li> </ul>	<ul style="list-style-type: none"> <li>Paragraphs are well-developed, properly formatted, and include a topic sentence.</li> <li>Most arguments and points presented are consistent, clear, and concise.</li> <li>Outstanding use of grammar, and free of spelling, punctuation, or other mechanical errors.</li> <li>Most references used are identified by proper in-text citations and are listed at the bottom of the post(s).</li> </ul>	<ul style="list-style-type: none"> <li>Paragraphs are adequately developed, but lack a topic sentence.</li> <li>Insufficient clarity and inconsistencies are present in argument(s) and post(s).</li> <li>Adequate use of grammar with minimal spelling, punctuation, or other mechanical errors.</li> <li>References used are identified and are listed at the bottom of the post(s).</li> </ul>	<ul style="list-style-type: none"> <li>Paragraphs and sentences are underdeveloped and disorganized.</li> <li>It is difficult to determine the argument(s) and point(s) being presented.</li> <li>Inadequate use of grammar, and frequent spelling, punctuation and other mechanical errors.</li> <li>References used are not identified or listed at the bottom of the post(s).</li> </ul>	<ul style="list-style-type: none"> <li>Paragraphs and sentences are incomplete.</li> <li>The argument(s) and point(s) being presented are not relevant to the discussion topic.</li> <li>Unacceptable use of grammar, and frequent spelling, punctuation and other mechanical errors.</li> <li>References are not identified or listed at the bottom of the post(s).</li> </ul>