Requirements for Instructional Q&A

• You are expected to actively participate in Instructional Q&As. This means posting your response to every Unit's Instructional Q&A question(s), reading your classmates' posts, and responding to your classmates' posts in a way that shows you have thought about what they wrote.

• Full participation in Instructional Q&A involves posting a reply thread of your own and then responding to two other existing reply threads in the same unit. Each original post must be a minimum of 150 words to be considered substantial. Each reply post must be a minimum of 75 words to be considered substantial.

• Each Unit that includes Instructional Q&A thread(s) will contain the question you must answer and the number of your classmates' posts you must reply to. When posting your answer to the question in the thread(s), you are welcome to offer more information than is required (for example, list three ideas instead of two, or describe two challenges instead of one).

You are also encouraged to respond to more than the required number of your classmates' posts (for example, reply to three classmates instead of two). The more ideas and thoughtful responses posted and the more interaction between students, the more meaningful and interesting the learning experience will be for everyone.

• Instructional Q&A posts and responses to classmates' posts should be submitted on the day that Unit is assigned. The Instructional Q&As are designed to build on the comments of others, so timely participation allows everyone to respond on the same day and helps create better dialogue and a sense of community.

• All Instructional Q&A posts and responses should have few, if any, spelling, punctuation or grammar errors. Before you submit a post, be sure to use the spell checker built into the Instructional Q&A forum, or write your post in a Microsoft Word file, use its spelling and grammar checkers, and then copy your post from Word into your online Instructional Q&A forum post. Remember, each original post must be a minimum of 150 words to be considered substantial. Each reply post must be a minimum of 75 words to be considered substantial.

• Only use Arial or Times New Roman font, size 2 (10pt) or size 3 (12pt).

• You must be courteous in your interactions with your instructor and classmates. Posting inappropriate or disrespectful language in an Instructional Q&A post will adversely affect your grade and may result in your being put on Conduct Probation.