

**Discussion Board Assignment Guidelines**  
**Division of Physical Activity & Health, Eastern Oregon University**  
**Brian Sather**  
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The instructor will assign various discussion board activities throughout the term. Instructions for each assignment will be placed under the “Discussion Board” button on Blackboard. Generally, each assignment will identify requirements such as the due date, expected length, and minimum requirements. To submit your assignment, simply click on the discussion topic and then click “add new thread” or “reply” to an already existing thread.

There are additional expectations that are not included in the assignment descriptions. All students are expected to present information using good prose and logic. Students are encouraged to be creative in answering questions while still addressing the minimum requirements of the assignment. Writing should be free of spelling and syntax errors. Superior writing will exhibit insightful development of the topic and a mature style that is academic in nature. Furthermore, excellent writing will present a cogent analysis of or response to the prompt, elaborating the response with well-chosen examples and persuasive reasoning. The work should include citation and references to other sources to strengthen the argument. Exemplary essays show that the writer can usually choose words aptly, use sophisticated sentences effectively, and observe the conventions of written English. For assistance in writing, please use EOU’s writing laboratory: <http://www.eou.edu/writelab/>

As a recommended practice, students should first type their essays using a word processor such as Microsoft Word. This allows the student to analyze the

writing in more detail and use features such as spell check. After writing the essay, the writer should perform a second and third reading to make sure the information flows smoothly and is free of error. The most important reason to use a word processor is for saving the work. Since many of the writing projects require great detail and time to write, using the word processor allows the student to save a backup copy in case something goes wrong. If the essay is created in the Blackboard text entry box, many factors can cause the work to be lost. In addition, it is also a good habit to keep backup files of everything submitted to Blackboard in the event information is lost. After completing the essay in the word processor, the student can simply copy-and-paste (ctrl-c to copy and ctrl-v to paste) the information into the text box on Blackboard and click "submit." Make sure to double-check the text you have pasted to ensure everything is there before submitting the information.

Posts are graded according to the information (pertinent, concise, knowledgeable, valid, accurate, appropriate examples) and presentation (logical, well written, understandable, references).