

## RESPONSES TO DISCUSSION ITEMS AND PARTICIPATION POSTS

To earn the completion certificate for this training, you must not only accomplish the learning tasks or activities at the end of the week but also engage substantively and meaningfully in the Discussions each week. Below is the assessment criteria matrix or rubric for SATISFACTORY or UNSATISFACTORY RESPONSES TO DISCUSSION ITEMS AND PARTICIPATION POSTS:

Note: Your *Responses to the Discussion Questions and Participation Posts* will only be assessed on two levels: SATISFACTORY or UNSATISFACTORY. However, your excellent accomplishments and engagement contributions to the learning process will be recognized accordingly, thus, in addition to earning a Certificate of Completion, Certificates of Recognition will be awarded to training participants--which will be based on the specific and unique impact or contributions the participant had made during the training.

CRITERIA	UNSATISFACTORY	SATISFACTORY
<b>Timeliness Initial Response to the Discussion Items</b>	Initial Response(s) to the Weekly Discussion Item(s) is posted later than Wednesday.	Initial Response(s) to the Weekly Discussion Item(s) is posted on or before Wednesday.
<b>Quality of Initial Response to the Discussion Items</b>	The responses do not completely address the discussion items for the Week, does not provide well-thought out ideas, are not substantive or meaningful, not quite insightful, do not reflect the information provided in the course materials of the Module for the Week.	The responses directly address the discussion items for the Week, are well-thought out, are substantive, meaningful, are insightful and reflect the information provided in the course materials of the Module for the Week.
<b>Quantity and Quality of Responses to the posts of other co-participants and/or training facilitator.</b>	Failed to make at least 2 constructive and meaningful responses. Or, there were numerous posts made, however, the posts do not really provide potential insights for further discussion.	At least 2 constructive and meaningful responses are made on two other participant's posts and each post provides potential insights for further discussion.