

## **Parameters for Leading Discussion and Taking Minutes**

### Discussion Parameters:

1. Read the essay(s) assigned for the class session in which you will lead discussion. Read them a second time. (If there are more than 2 discussants for a class session, then decide on who will focus on which essay).
2. Prepare a 1-page handout (typed) with enough copies for your colleagues. The handout should contain:
  - an outline/summary of the main points of the essay(s) assigned for that particular class session
  - a set of 3 – 4 critical, open-ended questions meant to facilitate class discussion
3. Draw some broad connections to the content of our course, and/or to other readings assigned for that day.

### Minutes Parameters:

1. For the day in which you will take minutes, please come prepared to listen closely, to ask for clarifications of concepts/ideas you don't understand, and to take notes diligently.
2. Consider "minutes taking" as a type of outline of the in-class discussion. You should try to be objective, but write from your perspective, what you are getting out of the discussion, where you still have questions, etc.
3. Please post these minutes to our course Discussion Board on my.asu.edu, where I have set up a forum called "Class Minutes."