

Norms for Discussions

1. Build an effective climate:
 - Maintain an informal atmosphere.
 - Allow everyone an opportunity to speak.
2. Maintain focus:
 - Ask one question at a time.
 - Stay on topic.
3. Demonstrate respect for the person speaking:
 - Don't engage in side conversations.
 - Listen actively.
 - Criticize ideas, not speakers.
 - Don't interrupt.
4. Use disagreement to learn.
 - We can disagree and remain friends
 - Be open to suggestions.
 - Don't take criticism personally.