

## ***Guidelines for Constructive Participation in Seminars***

Five College Learning in Retirement uses a collaborative approach to learning. Our seminars are “peer led,” requiring each participant to take part of the responsibility for the success of the seminar. Often this means making a presentation of some aspect of the seminar’s overall topic, but it also means contributing to constructive discussion and avoiding disrespectful behavior. The following are guidelines for doing your part to make the seminar a positive experience for all participants:

- Be well prepared for your presentation, or other contribution;
- Allocate time when giving your presentation for discussion and questions;
- Stay on topic while presenting or during discussion;
- Make arrangements in advance for audiovisual or other equipment and give that equipment a trial run before you present;
- Avoid carrying on conversations during presentations or discussions;
- Turn off your cellphone during class;
- Be brief in your comments; do not dominate the discussion;
- Disagree with respect for those who hold other points of view;
- Do not solicit funds or circulate petitions for political or other outside groups or causes;
- Avoid advocating for or against particular political candidates, political parties or ballot initiatives.