Define Learning Objectives
These objectives should involve action words like “discuss, distinguish, understand, explore, analyze”.

Example for the discussion topic “Apologies”: “Discuss whether apologies serve as reparations for damages? Do they always? When don’t they?”

Ground Rules
The most important part of setting “Ground Rules” is that everyone agrees to them. These are always a discussion before a discussion. Ensure everyone that is part of the discussion can add to them before getting started.

1. **Be mindful of your own behavior.** Notice how you internally are reacting/responding when others speak.

2. **Wait** to be recognized by the moderator before speaking. This allows time – before you speak – for reflection on what the previous speaker(s) have said.

3. **Don’t interrupt** or talk over someone else who is speaking, even when you are excited.

4. **No side conversations.** They are disrespectful to the speaker and distract listeners from the person who has the floor.

5. **Listen for content** in the statements of others, especially when you disagree. Listen for what the speakers are trying to communicate, even if they aren’t expressing their points concisely.

6. **Find common ground.** Identify and call attention to areas of agreement.

7. **Follow the direction of the discussion.** Don’t repeat what already has been said. Relate your comments to those of previous speakers.

8. **Ask questions.** Don’t assume that you know what someone else means. Ask the speaker to help you understand perspectives different from your own.

9. **No demeaning or inappropriate comments, facial expressions, or gestures.** No eye rolling, sighing, or asking personally intrusive questions.

10. **Differentiate between facts and opinions.** Both are valid when expressed appropriately.

11. **Be prepared to say, “I don’t know”**.

12. **“I..” statements are better than “You....” or “They...” statements.**

13. **Share your experiences only if you are comfortable.**