

### Participation Guidelines

If participation is graded separately from attendance, the description should include:

- Percentage of course grade or points assigned for participation;
- An explanation of how participation will be evaluated; and
- A description of how and when students will be informed about their participation grades throughout the semester.

If participation and attendance are combined into one grade category, the description should include the following:

- Percentage of course grade or points assigned for participation and attendance;
- An explanation of how participation will be evaluated;
- An explanation of how attendance will be calculated;
- A description of how and when students will be informed about their participation/attendance grade throughout the semester; and
- The university's excused absence policy.

### Participation Only Examples

#### Example 1

Discussion and class participation (10% of total course grade): You are expected to come to each class session prepared to fully participate in all discussions and activities. If a reading has been assigned, you must have three discussion points/questions prepared in advance (these should be written and included in your course binder). If work time is scheduled, you must have all materials needed to work effectively. Participation will be evaluated at the end of the semester based on effort, attitude, and initiative as described in the table below. I am available to discuss individual student progress in this area at any point throughout the term at the student's request, and I will provide a *tentative* (in process) grade and comments in the middle of the semester.

| Grade | Participation  |
|-------|--|
| A     | Complete engagement in all activities. Complete initiative in introducing reading concepts and questions. Complete participation and effort. |
| B     | Regular participation. Regular contributions to all discussions and critiques.   |
| C     | Limited participation in discussions and critiques. Limited initiative.  |
| D     | Limited participation in discussions and critiques. Limited initiative.  |
| F     | Little or infrequent participation in discussions and critiques. Little initiative.  |

#### Example 2

Class attentiveness: (20% of your grade is based on participation). The following factors will be considered in assessing your final score for participation: your active participation during class lectures and during in-class activities, your collaboration during labs and student presentations, your knowledge of assigned reading materials and your effort in maintaining a positive learning environment for all. I will evaluate and record your class attentiveness weekly, and I

will email each of you at mid-semester with comments about your class attentiveness and suggestions for improvement.

#### Example 3

Participation (10%): You are responsible to be attentive to the work of your classmates as well as your own. A positive attitude and collaborative spirit go a long way to being thought of as a valuable member of this class. Preparation for and engaged involvement in class activities and discussions is required. Feedback will be given on participation regularly throughout the semester and individual feedback will be given at midterm.

#### Example 4

Student Engagement (20 Points): Your success as a student is primarily dependent on you. This course sets high expectations for you as a learner and as a class participant. Because participation is important, you will receive feedback on your level of participation during the first month of the semester and again at mid-semester. You will be eligible to receive up to 10 participation points during the first half of the semester and another 10 at the end. At mid-semester, you will be notified regarding how many of the 10 possible points you have earned, and you will receive additional feedback with suggestions for improvement. As an engaged student in this class, you are expected to:

- present your best critical and creative thinking and your most professional level work on each assignment,
- come to class prepared and on time,
- be actively engaged in classroom discussion, class activities and in your own learning,
- offer classmates your best listening skills, courtesy, and respect,
- share openly, respect others' opinions, and think critically about the concepts being discussed as well as others' points of view,
- acknowledge that each individual has a significant and meaningful contribution to make, regardless of prior leadership experience or knowledge, and
- sincerely practice the skills you are learning in this class in an effort to improve your own communication competency.

#### Example 5

Participation and Engagement (10%): Our course is fundamentally discussion-based, and active participation from each member is vital to its success. You are expected to come to class prepared to participate actively and frequently. It follows that you will have completed the assigned readings before class. I keep written records of student participation that document both frequency and quality of contributions to class work. While I am happy to share these records with you at any time upon request, I will also provide individual feedback on your participation at mid-semester. Final participation grades are calculated based on your active, engaged, and informed participation in class discussions and activities.

### **Participation and Attendance Example**

Attendance and Class Participation: A total of 50 points can be earned by attending class and participating in discussion and classroom activities. Students are encouraged to ask questions and offer thoughtful comments during class, as well as actively participate in group work. Even if a student has perfect attendance, class participation as evaluated by the professor over time will be essential to earning all 50 points. Except in cases where the university's excused absence policy applies (see below), students are allowed up to 2 unexcused absences during the semester. For unexcused absences of 3 or more, 2 points will be deducted from the final 50 possible points for each instance after the 2 allowances. I will post attendance in Moodle every week, and at mid-semester you will receive feedback from me about your participation up to that point with suggestions for improvement.