**CLASS PARTICIPATION**

Your participation during class in important for your learning and the learning of those around you. Periodically, you will be given a classwork grade for a certain assignment or a day’s worth of work overall. Classwork grades will be graded using the following rubric.

|  |  |  |
| --- | --- | --- |
| **Grade** | **What needs to be done…** | **% Equivalent** |
| 5 | * Makes a sustained positive contribution to class * Uses time wisely and effectively * Has all supplies * Completes all notes given during lecture time * Makes satisfactory progress on class assignments * Listens during large and small group discussions * Contributes to large and small group discussions with questions and/or insightful comments * Demonstrates a positive attitude * Helps peers in the class | 100 |
| 4 | * Makes a positive contribution to class * Uses time but not always efficiently * Has supplies * Completes all notes given during lecture time * Makes satisfactory progress on class assignments * Listens during large and small group discussions * Contributes to large or small group discussions, but not both | 80 |
| 3 | * Contributes to the group * Has some supplies * Completes more than half of the notes given during lecture time * Misuses some time * Listens during large or small group discussions, but not both * Contributes to large or small group discussions, but not both | 60 |
| 2 | * Makes minimal contribution to the class * Has supplies missing * Completes less than half the notes given during lecture time * May have copied work from others during class time * Demonstrates poor/ineffective small group work * Demonstrates poor/ineffective listening skills | 40 |
| 1 | * Makes little or no contribution to the class * Has supplies missing * Completes close to none of the notes given during lecture time * Wastes time * Demonstrates poor/ineffective listening skills * Makes contributions to discussions which are irrelevant or inappropriate | 20 |
| 0 | * Refuses to work * Doesn’t take any notes given during lecture time * Refuses to participate in large or small group * Conduction actions which are **disruptive** to others * **Unexcused** absence | 0 |

**HOMEWORK**

Each assignment should contain **your name, the due date, and assignment details** (page number, problem numbers, etc.). Each original problem should also be copied down before you start work on it.

When given homework, every problem needs to at least be **attempted.** That means, trying something or identifying why you didn’t understand the problem. If you leave any problems blank, you will not receive full credit on your homework. Homework is graded based on the following rubric.

|  |  |  |
| --- | --- | --- |
| **Grade** | **What needs to be done…** | **% Equivalent** |
| 5 | * All items are attempted. * Shows complete understanding of the questions, ideas, and processes by including calculations, examples, explanations, diagrams, graphs, etc. when applicable. * ***Work shows strong evidence of thought and effort*** * Work is organized and legible. | 100 |
| 4 | * Most items are attempted. * Shows substantial understanding of the questions, ideas, and processes by including some calculations, examples, explanations, diagrams, or graphs when applicable. * ***Most work shows thought and effort*** * Work is legible and somewhat organized. | 80 |
| 3 | * At least ½ of the items are attempted. * Shows some understanding of the questions, ideas, or processes but lacks calculations, examples, explanations, diagrams, and graphs. * ***Work shows some thought and effort*** * Work is illegible in places. | 60 |
| 2 | * At least half of the problems are done or at least attempted. * Work is shown for only half of problems. * Work is messy or unorganized in some places. | 40 |
| 1 | * Less than ½ of the items are attempted. * Shows little understanding of the questions, ideas, and processes, and lacks calculations, examples, explanations, diagrams, and graphs. * ***Work lacks thought and effort*** * Work is not legible. | 20 |
| 0 | * No items are attempted OR * Assignment not brought to class | 0 |

**BINDERS**

A key to success is being organized. Everything I give you is important, and may show up on your final exam, which is why you need to keep track of every document.

All students should follow the same binder format. Each document must be in chorological order and contain a title and page number. A table of contents should be kept with all document titles, dates, and page numbers. Binders will be graded according to the following rubric.

Binder Check

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent  5 points | Good  4 points | Needs Improvement  3 points | Unsatisfactory  2 points | N/A  0 points |
| Table of  Contents | * Each document has an entry in the table.   **and**   * Table is correctly filled out with date, document name, and page number for each document. | * No more than 8 documents are missing entries in the table.   **or**   * Table is missing some pieces of information for no more than 8 documents. | * Between 9 and 16 documents are missing entries in the table.   or   * Table is missing some pieces of information for 9 to 16 documents. | * More than 16 documents are missing in the table.   or   * Table is missing some pieces of information for more than 16 documents. | No table of contents is present. |
| Documents | * All handouts, notes, and homework assignments are present.   and   * All handouts and notes are completely filled out, with examples used in class. | * No more than 8 handouts, notes, or homework assignments are missing.   or   * No more than 8 handouts are missing work, notes, or examples from class. | * Between 9 and 16 handouts, notes, or homework assignments are missing.   or   * Between 9 and 16 handouts are missing work, notes, or examples from class. | * More than 16 handouts, notes, or homework assignments are missing.   or   * More than 16 handouts are missing work, notes, or examples from class. | The majority of handouts, notes, or homework assignments are missing. |
| Organization | * All documents are in chronological order.   and   * All documents have the date, page number, and title on them. | * No more than 8 documents are not in the correct order.   or   * No more than 8 documents are missing dates, page numbers, or titles. | * Between 9 and 16 documents are not in the correct order.   or   * Between 9 and 16 documents are missing dates, page numbers, or titles. | * More than 16 documents are not in the correct order.   or   * More than 16 documents are missing dates, page numbers, or titles. | The majority of documents are missing from the binder. |
| Neatness | * All documents are properly clipped into the binder.   and   * All writing is legible. | * No more than 8 documents are in the front pockets or not clipped into the binder.   or   * Most writing is legible. | * Between 9 and 16 documents are in the front pockets or not clipped into the binder.   or   * About half of the writing is illegible. | * More than 16 documents are in the front pockets or not clipped into the binder.   or   * More than half of the writing is illegible. | The majority of the documents are in the pockets or not clipped into the binder and/or writing is mostly illegible. |