

**General Class Guidelines:** The purpose of this document is to describe key elements to keep in mind as you prepare for class. If you have any questions – please don't hesitate to ask me.

**I. Class Participation:** Active participation is critical for this class and it is important that everyone participates. To do so effectively we need to engage in meaningful conversation which includes the following:

- Listening respectfully
- Being prepared
- Being engaged

I will grade participation as follows:

Grade	Criteria
<b>F</b>	Absent
<b>D</b>	Present, not disruptive, engages in side talk un-related to class. Tries to respond when called on but does not offer much. Demonstrates very infrequent involvement in discussion.
<b>C</b>	Demonstrates adequate preparation: knows basic material or reading facts, but not show evidence of trying to interpret or analyze them. Offers straightforward information without backing up w/ facts or examples, without elaboration, and infrequently (perhaps once per class). Does not offer to contribute to discussion, but contributes to a moderate degree when called on. Demonstrates sporadic involvement.
<b>B</b>	Demonstrates good preparation: knows materials or reading facts well, has thought through implications of them. Offers interpretations and analysis of material (more than just reciting facts) to class. Contributes well to discussion in an ongoing way: responds to other students' points, thinks through own points, questions others in a constructive way, offers and supports Demonstrates consistent ongoing involvement.
<b>A</b>	Demonstrates excellent preparation: has analyzed material exceptionally well, relating it to readings and other material (e.g., additional readings, discussions, own experiences, etc.) Offers analysis, synthesis, and evaluation of material - e.g. puts together pieces of the discussion to develop new approaches that take the class further. Contributes in a very significant way to ongoing discussion: keeps analysis focused, responds very thoughtfully to other students' comments, contributes to the cooperative discussion, suggests alternative ways of approaching the material, and helps the class analyze which approaches are appropriate, etc. Demonstrates ongoing very active involvement.

\*Based on Maznevski (2012).

**II. Homework:** When I give an assignment there are general directions that I will not include with each assignment as I have described them here.

- All assignments should be typed, 12 font, double spaced.
- All text should be properly referenced and a reference list should be provided.
- Your name and the date must be on the document and if there is more than one page please number the document with a page number in the lower right corner.
- If calculations are part of the assignment, these should be written out (by hand is fine). Show your work so I can give you partial credit if needed.
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**III. Presentations:** Below is a list of items to think about as you prepare in-class presentations. Not all of these will be relevant every time (i.e., maybe you won't analyze data or always use ppt) but most of them will be.

1. What's your message?
  - single most important element to identify – what story will you tell?
  - let the data/text/movie speak to you – what does it say?
2. Communication:
  - does the presenter speak clearly and loudly?
  - do they use the slides to back up what they are saying?
  - are they one time? (the more you practice the better your timing will be)
  - are they effective at answering questions?
3. Data Analysis:
  - are the data clearly described?
  - did they do the correct data analyses?
  - does their data back up their statements?
4. Graphics:
  - are the slides or method of sharing results clear?
  - are the slides, handouts, board drawings defined/titled?
  - can you read the font on tables, graphs, etc. ?
  - are there excessive words on the slides?

Each of the above will be assigned a 1 to 5 scale. Everyone will fill out a grade sheet. I will take all feedback into consideration when assigning the overall grade.

5. Excellent – outstanding presentation in all respects.
4. Very Good – high quality, only minor improvements suggested.
3. Good – a quality presentation, suggestions provided.
2. Fair – overall lacking in one or more critical aspects, key issues need to be addressed.
1. Poor – presentation has serious deficiencies.