## Denise Manning 692- Participation and contribution to the Class Process

**1/3 of grade**

Link to the instructions is on the letter for the item.

|  |  |  |
| --- | --- | --- |
|  | DATE SUBMITTED/RESUBMITTED,  with links to uploaded files,  unless otherwise indicated | Instructor  Comments |
| [a.](http://crcrth692.wikispaces.umb.edu/-/692checklist/manning/692Notes#Itema) Prepared participation and punctual attendance at class meetings/live online sessions (14; for online sections 11, incl.work in lieu of attendance for missed live sessions) | missed session/arrived late/came unprepared/let my cellphone ring on dates = 10/10/17, 11/7/17, 11/21/17 |  |
| [b. Syllabus treasure-hunt](http://crcrth692.wikispaces.umb.edu/692Notes#Itemb), session 2 | N/A |  |
| b1. Abiding by [Requirements](http://crcrth692.wikispaces.umb.edu/692checklist#FileConventions)conventions for file naming and subject lines for email submissions, whole semester (-1 for each reminder after first) | OK |  |
| [c.](http://crcrth692.wikispaces.umb.edu/692Notes#Itemc) Minimum of two in-office, phone, or live online conferences on your assignments and projects, by session 5 | date =  10/11/17 @ 940pm 12/13/17 @ 6pm |  |
| by session 11 | date = |  |
| [d.](http://crcrth692.wikispaces.umb.edu/692Notes#Itemd) Research workbook(s) and organization perused during conference before session 5 | date = N/A |  |
| & before/during session 13 for changes made in response to comments | OK by instructor = |  |
| [e.](http://crcrth692.wikispaces.umb.edu/692Notes#Iteme) Mid-semester self assessment, Competency list, and research organization self-assessment, session 7 | N/A We had a conference call instead |  |
| [f.](http://crcrth692.wikispaces.umb.edu/692Notes#Itemf) Peer commentaries on other students’ assignments (5 items, including 1 for those in session 13) ([ex.](http://www.faculty.umb.edu/pjt/692Examples.html#g)) | 10/4/17 |  |
| [g.](http://crcrth692.wikispaces.umb.edu/692Notes#Itemg) Support survey, session 6 | OK |  |
| [h.](http://crcrth692.wikispaces.umb.edu/692Notes#Itemh) EXTRA: Briefing on research and engagement issues (=2 items; draft due session 7) | N/A |  |
| [i.](http://crcrth692.wikispaces.umb.edu/692Notes#Itemi) EXTRA: Volunteering to have your work discussed by the class in session 4, 6, 9, or 11 | date = N/A |  |
| [j.](http://crcrth692.wikispaces.umb.edu/692Notes#Itemj) EXTRA (if it is arranged): Participating in a small group "cardstorming" session on the support survey | date = N/A |  |
| [k.](http://crcrth692.wikispaces.umb.edu/-/692checklist/manning/692Notes#itemk) Assignment checklist, recorded throughout semester, then submitted session 14 | -/OK |  |

## Assessment, including rubric to assign grades above B+

80 points or a B+ is earned automatically for 11 writing/presentation assignments within 4 days of the due date, 7 revised until OK/RNR (=OK/ Reflection-revision-resubmission Not Requested) plus 22 Participation items fulfilled. (You are free to do revise and resubmit more assignments and fulfill more participation items, but it does not hurt your grade to choose strategically to miss some in light of your other work and life happenings.)

If you reach the automatic B+ level, the simple rubric below is used at the end of the course to add further points.

If you don't reach the automatic B+ level, your points = 3 for each writing assignment submitted within 4 days of the due date + an additional 4 for each writing assignment OK/RNR + 1 for each participation item fulfilled, up to a maximum of 80 points.

Use the following system to make your own self-assessment for each quality below

* \* [= "fulfilled very well"],
* OK [= "did an OK job, but room for more development/attention"], or
* - [= "to be honest, this was not my strength in this course"]

|  |  |  |
| --- | --- | --- |
|  | student | instructor |
|  | (optional) | (if different) |
| A sequence of assignments paced more or less as in syllabus (and revisions timely), | .......... | - |
| often revised thoroughly and with new thinking in response to comments. | -/ok | -/ok |
| Project innovative, | ok | ok |
| well planned and carried out with considerable initiative, and | -/ok | -/ok |
| Project report clear and well structured, | ok | ok |
| with supporting references and detail, and professionally presented. | ok | -/ok (few refs) |
| Active, prepared participation and building class as learning community, | \* | ok/\* |
| including conscientious peer commentary on other student's assignments. | -/ok | - |
| Consistent work and development of your research organization outside session as evidenced in workbooks and computer files | - | - |
| Self-assessment in relation to course goals that shows deep reflection on your development through the semester and | - | - |
| maps out the future directions in which you plan to develop. | - | - |
| Briefing submitted, summarizing important themes/tools/resources related to the chosen topic and suggesting that you are ready to teach others about processes of research & engagement. | -/ok |  |

If there are big discrepancies between the student's and the instructor's assessments, we should discuss the discrepancies and try to come to a shared agreement about them.