**Class Participation & Portfolio Assignment (10%)**

**Dr. Chowdhury**

**General Assignment Description:** See course outline on eClass for the due date

**Firstly**, write a brief memorandum addressed to your instructor and your hardworking classmates describing and evaluating your physical attendance and verbal participation in the lecture meetings throughout the term.Your memo must be a truthful and fair (to your classmates & instructor) account of your performance in the lectures in both categories.**A carelessly-written memo will result in reduced mark in this assignment.**

**Secondly,** include your portfolio made up of all your daily exercises, quizzes, and homework hole-punched and secured in a light-weight binder with paper/plastic cover. Organize these minor assignments chronologically starting with the very first one. **A sloppily thrown-together or incomplete portfolio will be marked down.**

**Finally**, place the memo on top of your collection of daily assignments. Do not hole punch and attach it to your collection of home work and quizzes.

**CAUTION: the purpose of this assignment is to evaluate your own participation in the lecture. You should not use it to comment on the course content or the quality of instruction. Such irrelevant comments might lead to a reduction of mark in this assignment.**

**How to Write the Memo:**

* The length should be 350 words, approximately, and it should be typed, single-spaced, and printed out. Its tone should find a balance between reasonableness and courtesy (without being dull),on the one hand, and a lively interest (without being boastful or demanding) in the subject matter, on the other. It should be formatted as follows:

From:

To:

Date:

Subject:

Dear Dr. Chowdhury and Hardworking Classmates:

The body of your message divided into a reasonable number of paragraphs devoted to i) briefly discussing your verbal participation and writing ii) concluding the discussionby recommending the letter mark you should fairly receive in this assignment and thanking your audience.

**Standard statement to be copy-pasted at the end**: *I attest that everything in this report is truthful and acknowledge that in case of any discrepancy between my self-assessment and the instructor’s and classmates’ impression of my participation, the instructor reserves the right to amend it.*

Sincerely,

Your Signature

Type your full official name and your University of Alberta Anonymous ID Number underneath your handwritten signature (see Bear Tracks to find your Anonymous ID Number)

* Keep the following questions in mind as you write your memo. You do not have to answer each and every one them since many of them overlap with each other.
* **Based on your honest answers to the following questions, which letter grade do you think you deserve fairly (fair not just to yourself but also to your hardworking classmatesand the instructor) for participating in class and maintaining the writing portfolio?**

**a) Physical Attendance and Verbal Participation:**

1. How many classes did you miss **without** valid excuses? (Try to be as accurate as possible. The closest approximate number is acceptable)

2. How many classes did you miss **with** valid excuses? (Try to be as accurate as possible. The closest approximate number is acceptable)

3. How many times did you **arrive late**? (Try to be as accurate as possible. The closest approximate number is acceptable). Did you have good reasons for being late?

4. Did you always come to class having done the assigned reading before each class started?

5. Did you participate in class actively and consistently? (Active participation occurs when a student speaks up in class on his or her own accord without being picked on by the teacher and does so consistently without monopolizing the discussion throughout the term) Did you talk only when I called upon you by name to answer a question or to share your opinion?

6. Did you say thoughtful things about the readings most of the time? Can you give one or two specific examples?

7. Did you participate in group discussions actively? Did you sometimes listen to other group members without sharing your own thoughts?

8. Were you respectful toward other students? Did you let them finish speaking before you started speaking?

9. Did you ever disagree with another student or even with me during class discussions? What did you disagree about? Did you explain why you disagreed? Did you maintain a polite tone toward the person you disagreed with?

10. Were you always attentive in class? Did you listen to the lectures and discussions carefully and take notes? Did you maintain eye contact with me most of the time? Did you show interest in the readings and activities most of the time (except when you had the occasional low-energy day)?

11. **Did you ever engage in disruptive activities (checking cell-phone for personal reason, engaging in personal conversation, laughing loudly, and so on) in class?**

12. Did you make appointments with me immediately (within 48 hours of missing classes with valid excuses) to establish that you had caught up with the missed readings? (It does not apply if you never missed a class)

**b) The Writing Portfolio:**

13. Did you complete all the daily homework, quizzes, exercises, and in- class writings on time?

14. How would you describe the effort you put into daily writing assignments of all kinds (quizzes, exercises, homework, and so on): below average, average, above average, very good, excellent?

15. Did you make appointments with the instructor within 48 hours of missing any writing assignment, whether in-class or homework, to make up for it? (It does not apply if you never missed anything)