



Attendance and Participation Rubric

Course: Intro to IM

Criteria	Excellent 5 points	Good 4 points	Marginal 3 points	Unsatisfactory 0 points	Criterion Score
Attendance - present at start of class time (beginning of class and after breaks) - excused absences are requested before class or as soon as possible - arrivals more than 10 minutes late count as an absence - completes required lab training	Perfect attendance, always present at start of class. Completes required lab training on time.	One unexcused absence, or two unexcused late arrivals (up to 10 minutes late) including return from break, or late completion of required training.	Two unexcused absences, or up to 4 late arrivals, or misses required training.	Three or more unexcused absences, regular late arrivals, or unexcused absences and missed required training.	/ 5

Criteria	Excellent 5 points	Good 4 points	Marginal 3 points	Unsatisfactory 0 points	Criterion Score
Participation: - Pays active attention - contributes during lectures, discussion, and workshops.	Regularly participates in discussion, brings in points from the reading and from own experience, listens actively to other students and responds to their comments.	Good participation with minor areas for improvement, for example paying closer attention in class and contributing more to class discussions.	Usually lacking in participation, for example by not contributing to discussions, paying attention to laptop / phone, etc.	Does not actively participate or causes disturbances to the class.	/ 5

Total	/ 10
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Overall Score

Excellent
9 points minimum

Good
8 points minimum

Marginal
6 points minimum

Unsatisfactory
0 points minimum