

Communicating Grading Policies on Your Syllabus

On your syllabus, state how students will be evaluated and how grades will be assigned. Describe your grading procedures, including the components of the final grade, the weight assigned to each component, and how final grades will be calculated. Below are two examples.

Example #1

We are a learning community in which everyone's contribution is important to our collective understanding; therefore, your final course grade will be based on two parts: (1) your written work and (2) your class participation. Both are important to your understanding of course material and will be weighed equally in the calculation of your final grade. Part One is the average of your graded work, including homework, written papers, and in-class work. Part Two includes participation in class discussions and will be based on self and instructor assessment using the Class Discussion Participation Rubric.

Course grades will be calculated based on the following:

Course Grade	Graded Work	Average of Class Discussion Rubrics
A	A average	Average of 3.5 or higher
B	B Average	Average of 3 – 3.4
C	C Average	Average of 2.5 – 2.9
D	D Average	Average of 2 – 2.4

Example #2

Because there are several course objectives, I will assess your performance on several measures.

Exams (40% total) You will have two exams in this course, a midterm (in the sixth week) and a final during finals week. The exams will provide an opportunity for you to show what you've learned about organizational behavior and will require you to apply the concepts learned in a case-study format. The midterm will cover all of the assigned readings and discussions from the first half of class. Although most of the final exam will cover material from the last half of class, you will be expected to apply content from the entire class. I will provide more detail about the exam prior to the exam date. Each exam will be worth 20% of your final grade.

Writing (45% total) You will have several writing assignments in this class. Each assignment will help you develop critical thinking and improve your ability to apply concepts learned to real-world situations. Each assignment will also help you improve your ability to write clearly and concisely. The final writing assignment will be a proposal for a research study based on a problem facing organizations in the 21st century. Additional details and a rubric for scoring each homework and writing assignment will be provided in advance.

- **Discussion & Class Participation (15% total)** As a learning community, we can all learn from each other, and the ability to contribute thoughtful ideas and questions to a discussion is key to developing a deeper understanding both for yourself and others. Throughout the semester, we will be discussing and evaluating different discussion skills, and you will self-assess your participation skills. I will also provide feedback a few times throughout the semester on the quality of your class participation.

Assignment	Weight	Due Dates
Midterm	20%	Midterm
Final Exam	20%	Finals Week
Homework 1	5%	Week Two
Homework 2	5%	Week Three
Written Paper 1	10%	Week Four
Written Paper 2	10%	Week Six
Final Paper Draft	5%	Week Seven
Final Paper	10%	End of the Term
Class Participation	15%	Throughout the Semester
Total	100%	

Be sure to also include on your syllabus grading policies for extra credit, virtual tokens, and late assignments. See examples below.

- **Example #3**

Students who visit the campus writing center for your papers will earn five extra credit points per paper. In order to receive credit, you must ask your writing consultant to send me a confirmation email with the date of visit and assignment name. You must also write one paragraph about the topics covered in your session and attach it to your paper for submission. You can receive a maximum of 15 extra-credit points for visiting the writing center.

- **Example #4**

Late assignments will be reduced by 3 points for every day they are late; that is, if your assignment (worth 50 points) is one day late, you cannot receive a grade higher than a 47; if it is two days late, you cannot receive a grade higher than a 44, and so on. You will not receive any credit for papers that are more than 5 days late.

- **Example #5**

You will be given two “virtual tokens” to use in this class: one for a 24-hour assignment extension and one for an exam retake. Email me the day you would like to use your token. You can also earn extra tokens by submitting a completed assignment the class before it is due or coming to office hours to work on a paper revision. The student with the most tokens at the end of the semester will be exempt from the final exam. The class tokens are not transferable between students and cannot be used for the final paper or final exam.