

CLASS PARTICIPATION

You will note from the syllabus that class participation accounts for 20% of your grade in this course. The grading criteria for the class participation component of the course are explained below. This explanation should prevent any misunderstandings at the end of the semester.

You will be given a list of questions for each chapter we will cover in this course. ***Before*** we start a chapter, please read the questions that we have prepared for that chapter and use them to guide your reading of the chapter. We would recommend preparing written answers to the questions we have asked so you can refer to them in class. In class, we will discuss the questions we asked you to think about as well as other questions related to them.

We will ***not*** be collecting your answers to the questions we have asked. Nevertheless, we recommend that you attempt to answer them in writing prior to class. We have found that this will help you in class and in answering the exercise questions that will be submitted and graded. Also, we reserve the right to call on people who do not raise their hands and ask them to answer questions in class. If you have thought about and attempted to answer the questions we have asked ahead of time, it will prevent you from being caught off guard if you are called upon in class.

We start every student with a C in class participation. A student who attends class on time and regularly but does no more will earn a C for class participation. In order to earn a participation grade higher than C, you must actively ***participate***. Participation consists of more than attendance. Listed below are examples of things you can do that will *lower* and *raise* your class participation grade. This list is illustrative, not exhaustive.

Behaviors That Will Lower Class Participation Grade		Behaviors That Will Raise Class Participation Grade
<ul style="list-style-type: none"> • Has excessive unexcused absences (attendance is taken, and any unexcused absence is excessive) • Enters class late, leaves early, or gets up and leaves during the class session • Does <i>not</i> pay attention, works on other material, daydreams, talks to neighbors, or other disruptive behavior • Talks without giving any thought or deliberation to what others are going to say • Is unprepared for class 	C G R A D E	<ul style="list-style-type: none"> • Attempts to answer questions asked of the class (answers need not be correct, and genuine and serious attempts to answer questions are rewarded) • Asks questions about the material being discussed • Shares with the class/small group (and me) relevant information found outside of class • Contributes positively to the class discussion and small group activity • Expends effort on in-class exercises

I will maintain a record of your participation. You are welcome to see me at any time to ask about your participation grade. Class participation is extremely important for several reasons. I firmly believe that, as your careers proceed, it will be necessary for you to have the ability and courage to express yourselves verbally. In addition, the class will be much more interesting for all of us if I am not the only person speaking for the entire class session. In fact, the ability of the class to learn is greatly enhanced by hearing, thinking about and being challenged by different perspectives. Finally, some students do not perform well on tests and can express their knowledge better orally. In other words, class discussion and dialogue truly are important to me and I will do **everything** I can to make it as comfortable as possible for you to participate in class. Further, I will reward those who do make the effort to contribute to the class.

As you would expect of any manager, my impression will be favorable to the extent that you contribute ideas, viewpoints and questions to the class discussion. Please be aware, however, that talking to hear yourself speak (one of my colleagues refers to this as "blathering") does not make a favorable impression and, in fact, it makes a negative impression.

If you are uncomfortable with the idea of participating in class, please see me. Persons employed in business cannot afford such reticence and we will need to develop a solution.

360-Degree Evaluation

As you will learn later in this course, an effective method of appraising employees' performance in organizations is called a 360-degree appraisal, a system in which employees are appraised by others at all levels of the organization (think of a circle with the employee at the center and others all around the employee providing the appraisal). In an effort to implement a type of 360-degree feedback system in this course, you will receive ratings from others at all levels in the class. Your instructor will provide one rating. In addition, other students who have worked with you in small groups throughout the semester will rate you. Finally you will provide self-ratings of class participation. I will use this sheet when I create my ratings and you should use it when you rate your peers and yourselves.