You will note from the syllabus that class participation accounts for 20% of your grade in this course. My 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. I start every student with a 75% in class participation. A student who attends class on time and regularly but does no more will earn 75% of the total points for class participation. In order to earn more than 75% of the class participation points, you must participate in the class.

Participation consists of more than attendance. Listed below are examples of things you can do that will raise and lower your class participation grade. This list is illustrative, not exhaustive.

**Things That Will Raise Class Participation Grade**

- Attempting to answer questions I ask of the class (Your answer need not be correct. I appreciate and reward any genuine, serious attempt to answer my questions)
- Asking questions about the material we are discussing
- Sharing with the class (and me) information you have found outside of class that is relevant to the course
- Contributing positively to the class discussion
- Expending effort on in-class exercises

**Things That Will Lower Class Participation Grade**

- Being absent excessively without excuse (I take attendance every session and consider anything more than 2 or 3 unexcused absences as excessive)
- Entering late, leaving early, or getting up and leaving during the class session (I will keep a record of how often you are late, leave during class and leave early)
- NOT paying attention (working on other material, daydreaming, talking to your neighbor, etc.)
- Talking without giving any thought or deliberation to what you are going to say
- Being unprepared for class

I will maintain a notebook with a page(s) devoted to each student enrolled in the course and will update that notebook after each class session (so there are no misunderstandings and so I do not forget anything). You are welcome to see the page(s) devoted to you at any time.

**OVER PLEASE**
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.

At the end of the semester, I will ask each student to rate himself/herself in class participation and assign himself/herself class participation points. This sheet should be used when students assess themselves.