

**Criteria for Assessment of Attendance, Participation, and Professionalism**

Student: \_\_\_\_\_

Area	Excellent 3	Average 2	Below Average 1	Unsatisfactory 0	Score
Contact Information	<input type="checkbox"/> Created a LinkedIn.com profile with their uu.edu email address, uploaded a profile photo, and then added the instructor to their network as a "connection." (due Jan. 13th)	NA	NA	<input type="checkbox"/> Did not complete ALL criteria under the "Excellent" category.	
Promptness and Attendance	<input type="checkbox"/> Was on time for every class session and did not leave early during any session -AND- did not have any unexcused absences.	<input type="checkbox"/> Was late to or left early from one class session -AND- did not have any unexcused absences.	<input type="checkbox"/> Was late to or left early from two class sessions -OR- had one unexcused absence.	<input type="checkbox"/> Was late to or left early from more than two class sessions -OR- had two unexcused absences.	
Oral Participation	<input type="checkbox"/> Made a relevant comment, or answered/asked a relevant question at least three times during the course.	<input type="checkbox"/> Made a relevant comment, or answered/asked a relevant question at least twice during the course.	<input type="checkbox"/> Made a relevant comment, or answered/asked a relevant question at least once during the course.	<input type="checkbox"/> Never made a relevant comment, or answered/asked a relevant question during the course.	
Contact with Instructor	<input type="checkbox"/> Only used instructor's emergency email or emergency phone line in emergency circumstances that were not due to a lack of planning on the part of the student. -AND- Responded to instructor's emails within 2 work days.	NA	<input type="checkbox"/> Did not return instructor's email sent to their uu.edu email address within 2 work days. -OR- Used the instructor's emergency email or emergency phone line in non-emergency situations or in situations that were created by the students lack of planning.	<input type="checkbox"/> Did not return instructor's email sent to their uu.edu email address within 2 work days. -AND- Used the instructor's emergency email or emergency phone line in non-emergency situations or in situations that were created by the students lack of planning.	
Listening / Respect for Others / Preparedness	<input type="checkbox"/> Listened to and respected both the instructor's and other student's comments, questions, and answers. Did not participate in text messaging, non-class-related laptop usage, or other non-class related activities during class. Had all class materials and did not delay the progression of the course. Clear that student completed all course readings.	<input type="checkbox"/> Rarely failed to meet the criteria listed under level 3 of this area.	<input type="checkbox"/> Occasionally failed to meet the criteria listed under level 3 of this area.	<input type="checkbox"/> Frequently failed to meet the criteria listed under level 3 of this area.	
<b>TOTAL</b>					

NOTES: