

## Grading

Each assignment will be given a single letter grade. Criteria on which the letter grade is based will be listed for each assignment, and the graders will write comments related to the criteria as needed.

In-class exercises will be graded as A (full participation), C (poor participation), or E (absent).

Missed exercises or assignments receive a grade of E.

Grades will be combined in a weighted average to obtain the course grade.

Weights for assignments and in-class exercises are as follows:

| <u>weight (%)</u> | <u>Assignment</u>   |
|-------------------|---|
| 3                 | <u>Resume &amp; Cover Letter (1st draft)</u>  |
| 3                 | <u>Resume &amp; Cover Letter (discuss with CLEAR instructor)</u>                    |
| 4                 | <u>Resume &amp; Cover Letter (final draft)</u>                                      |
| 1                 | <u>Team Agreements (1st draft)</u>  |
| 2                 | <u>Team Agreements (final draft)</u>  |
| 1                 | <u>Proposed PowerPoint ECE Current Topic</u>  |
| 15                | <u>Mock meeting, technology summary (presentation)</u>                              |
| 8                 | <u>Web, student home page</u>   |
| 3                 | <u>Web, student home page, html PPT</u>   |
| 3                 | <u>Web, student home page, html technical Poster</u>                                |
| 5                 | <u>PowerPoint, ECE Current Topic (rehearse with CLEAR instructor)</u>               |
| 20                | <u>PowerPoint, ECE Current Topic (presentation)</u>                                 |
| 2                 | <u>E-mail, proposal for technical Poster</u>  |
| 5                 | <u>Technical Poster (prelim)</u>  |
| 10                | <u>Technical Poster (final version)</u>   |
| 1*                | In Class: <u>Write</u> paragraph of cover letter                                    |
| 1                 | In Class: <u>Teams assigned</u> for oral summary of technology and video tutorial   |
| 1                 | In Class: <u>Quiz</u> on oral presentations   |
| 1                 | In Class: <u>Critically evaluate</u> —example PowerPoint presentations              |
| 3                 | In Class: <u>Critically evaluate</u> —mock meeting presentations (3 x 1 pt)         |
| 5                 | In Class: <u>Critically evaluate</u> —students' PowerPoint presentations (5 x 1 pt) |
| 1                 | In Class: <u>Role play</u>  |
| 1                 | In Class: <u>Interviewing exercise</u>  |
| 1                 | In Class: <u>Critically evaluate</u> —students' posters                             |
| 100               | *lowest in-class exercise grade (worth 1 pt) replaced with A                        |