General Assignment Guidelines

- **Back-up** and/or photocopy all of your assignments before submitting.
- **Save all of your graded work** until you have received your final grade in the course.
- If you **re-submit an assignment** with corrections and/or additions to address instructor comments, attach the original graded work to the revised version. If you are submitting this electronically, scan the original graded assignment so that you can submit the scanned copy, as well.
- Do **NOT** put assignments in folders, binders, or plastic covers. Staple all work in upper left-hand corner.
- Make sure your **name** (or names for group work) is on the front page.
- **All assignments should be type-written:**
  - **Double-spaced**
  - You may print documents **single-sided or double-sided**
  - For most text, use a simple **12-point font** (Times, Cambria, Arial, Geneva, Century, Helvetica, et al.) – headings can be larger
  - Use **1-inch margins**
- In general, all assignments can be re-submitted with revisions and/or corrections for a grade change.
- Make sure all requirements in the assignment descriptions are addressed.
- Assignments are graded based on the following criteria:
  a. The “**requirements**” that need to be addressed for each assignment carry a percentage of the total assignment grade. If you do not address one of these “requirements,” your assignment grade will be reduced by that percentage.
  b. **Clarity** of written expression.
  c. **Quality** of what is expressed. “Quality” usually involves:
     - Depth of your understandings, as expressed.
     - Extent of your understandings, as expressed.
     - Degree and quality of relationships and connections made between ideas.
     - Complexity of thought.
     - Insightfulness.
     - Depth and quality of analysis and/or critical assessment.
Activities and Aspects That Affect Grades

Additional Activities for Credit

**TYPE:** Individual  
**CREDIT:** 0.5 pt. @ up to a maximum of 1.5 pts.  
**FORMAT:** USE “Extra Activity Sheet” (CD and on-line)  
**LENGTH:** 1 - 2 pages

You may earn up to 1/2 of a grade level by participating in specific activities. Such activities should extend your understandings of science and/or science education. These activities must be approved prior to doing the activity. In order to receive credit, you must complete the “Extra Activity Sheet," which is on your course CD and on the course web page.

Attendance

**TYPE:** Absences and Chronic Tardiness  
**CREDIT:** - 1.0 pt. @ after the first 2 absences

Participation in class activities and discussions is critical to learning how to teach science.

- **ALL EXCUSED ABSENCES** – Work must be made up to receive full credit
- **ALL UNEXCUSED ABSENCES** – Work can be made up for half credit
- Two classes can be missed without penalty.
- Each class missed after the first two will result in the subtraction of 1 points from your final average grade (i.e., 1/3 of a grade).
- **Tardiness or leaving class early** may result in the subtraction of 2 points from your final average grade.

Writing

**TYPE:** writing quality on assignments  
**CREDIT:** - 0.1 pt. @ error up to a max. of - 6

Your writing needs to be reflective of the quality expected from a professional. Your communications with students, parents, and administrators must be of high quality.

Points will be subtracted from your final grade for:

- Consistent mistakes in spelling, grammar, word usage, sentence structure, etc.
- Writing that is not of the appropriate complexity.
- Writing that is not clear, well-organized, and cohesive.
Participation and Professionalism

**TYPE:** participation, attitude, behavior    **CREDIT:** +3.0 to -6.0 pts. from final average

Participation in this course should be reflective of the profession. It is recommended that you think of yourself as a professional educator, who is here to learn and develop as a teacher.

*Points may be subtracted or added* based on observations of one’s behavior and actions.

The *positive dispositions* outlined by the College of Education can serve as a guide:

- Nurturing diversity
- Respecting students, peers, and instructors
- Promoting healthy, positive learning environments
- Reliability, dependability
- Taking initiative
- Establishing a credible reputation
- Work collaboratively
- Demonstrate reflective practice
- Challenge one’s own assumptions, as well as those of schooling
- Be creative
- Develop life-long learning skills
- Demonstrate social and emotional intelligence
- Demonstrate academic competence

**Other attributes of professionals** include:

- Caring and providing support for others
- Integrity and honesty
- Responsibility
- Positive leadership
- Active participation and engagement in all discussions and activities
- Reading avidly and applying the ideas from the readings to teaching and learning
- Passion for learning
- Curiosity
- Thinking deeply about teaching, learning, children, and schooling, as well as about one’s own development as a professional
- Striving for excellence
- Taking ownership over one’s own learning and development

*SEE “COE Dispositions” on Course CD and on the course web page.*