

## **PBAF 560/URBDP 560 Urban Affairs**

### **Class Participation Guidelines**

To participate effectively, you need to

1. Attend class regularly.
2. Prepare by studying the material carefully before class. Take a moment to write up one or two sentence responses to the discussion questions to help you prepare for class.
3. Listen to what others say in in-class discussion.
4. Speak in a cogent fashion.
5. Presenting original ideas or analysis rather than reiterating points in the reading.
6. Contribute on topic by building on or reacting to previous comments in the class; disagree with prior comments in a respectful, constructive manner.
7. Ask questions concerning student presentations.
8. Be cognizant of minority opinions and (if possible) bring them up in class discussion.
9. Engage in thoughtful discussion with your classmates in group situations.
- 10.** Be make thoughtful and constructive comments on other students' presentations (written one-minute reactions)

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### **Written Communication Evaluation Criteria:**

I will evaluate your written communication based on the following criteria:

1. *Delivery* (capacity to communicate a message): In other words, do you write in a cogent and comprehensible fashion? In evaluating written communication, I am attentive to word choice, correct usage of grammar and syntax, clarity of expression, active rather than passive sentences, and ability to convey concepts without excessive repetition or extraneous detail.
2. *Content* (analytic skills): Are your comments conceptually substantive and perceptive? When I evaluate your written work, I weigh whether you are presenting original ideas or reiterating points made in the readings, and I judge the complexity and depth of the ideas presented.
3. *Appropriate Citations*: Do you cite sources appropriately and completely? Make clear through the use of citations which ideas are your own and which you attribute to someone else. You do not need to cite ideas that are common knowledge. In your work, adopt a standard citation method and employ it. Guides for writing and citations are available on the library's web site: <http://www.lib.washington.edu/research/wri.html>

I invite those of you are concerned about the mode of evaluation for class participation or written communication to ask me about how you are doing at any time.