Grading Criteria

The following are the criteria used for evaluating assignments. You can roughly translate a letter grade as the midpoint in the scale (for example, an A- equates to a 91.5).

Criteria	Grade
The assignment consistently exceeds expectations. It demonstrates originality of thought and creativity throughout. Beyond completing all of the required elements, new concepts and ideas are detailed that transcend general discussions along similar topic areas. There are few mechanical, grammatical, or organization issues that detract from the ideas.	A- or A
The assignment consistently meets expectations. It contains all the information prescribed for the assignment and demonstrates a command of the subject matter. There is sufficient detail to cover the subject completely but not too much as to be distracting. There may be some procedural issues, such as grammar or organizational challenges, but these do not significantly detract from the intended assignment goals.	B-, B, B+
The assignment fails to consistently meet expectations. That is, the assignment is complete but contains problems that detract from the intended goals. These issues may be relating to content detail, be grammatical, or be a general lack of clarity. Other problems might include not fully following assignment directions.	C-, C, C+
The assignment constantly fails to meet expectations. It is incomplete or in some other way consistently fails to demonstrate a firm grasp of the assigned material.	Below C-

Additional Information

Availability of Instructor	o Please free to use office hours (without an appointment) to discuss any issues related to this class o While every student is encouraged to visit with me during office hours to help them gain a better understanding of material which they didn't fully understand when they were in class, office hours are **NOT** for helping students catch up on material they missed because they were absent
Attendance Policy	o Class discussion in intended to be an integral part of the course. Accordingly, full attendance is expected by every member of the class o If you are absent from class, speak with your classmates to catch up on what you have missed
Class Etiquette	o Please be respectful of the class environment o Class starts promptly at the start time. Please make EVERY effort to be on time, as I will communicate important information in the first few minutes of class o Cell phones must be turned off and put away during class. o Refrain from personal discussions during class. Please leave the room if you need to speak to another student for more than a few words. If a student cannot refrain from engaging in private conversation and this becomes a pattern, the students will be asked to leave the classroom to allow the remainder of the students to work
	o There will be two examinations during the semester. The exams cannot be made up, regardless of the reason for absence

Appropriate use of Technology in the classroom	o	Please turn off cell phones at the start of class. If you have an urgent, personal situation and may be receiving an important phone call during class, please let me know this at the beginning of class, sit near the door, and step out of the classroom if you need to take a call
	o	Please bring your laptop or tablet to class. We want to explore these topics and there is a wealth of materials available online. I do expect that you will use your laptop for our course only while in class

Plagiarism, Academic Dishonesty and Citation Guidelines

If you use text, figures, and data in reports that was created by others you must identify the source and clearly differentiate your work from the material that you are referencing. If you fail to do so you are plagiarizing. There are many different acceptable formats that you can use to cite the work of others (see some of the resources below). The formats are not as important as the intent. You must clearly show the reader what is your work and what is a reference to somebody else's work.

Plagiarism is a serious offence and could lead to reduced or failing grades and/or expulsion from the university. The Temple University Student Code of Conduct specifically prohibits plagiarism (see http://www.temple.edu/assistance/udc/coc.htm).

The following excerpt defines plagiarism:

Plagiarism is the unacknowledged use of another person's labor, ideas, words, or assistance. Normally, all work done for courses (papers, examinations, homework exercises, laboratory reports, oral presentations) is expected to be the individual effort of the student presenting the work. There are many forms of plagiarism: repeating another person's sentence as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, or even presenting someone else's line of thinking in the development of a thesis as though it were your own. All these forms of plagiarism are prohibited both by the traditional principles of academic honesty and by the regulations of Temple University. Our education and our research encourage us to explore and use the ideas of others, and as writers we will frequently want to use the ideas and even the words of others. It is perfectly acceptable to do so; but we must never submit someone else's work as if it were our own, rather we must give appropriate credit to the originator.

Source: Temple University Graduate Bulletin, 2000-2001 University Regulations, Other Policies, Academic Honesty. Available online at: http://www.temple.edu/gradbulletin/

- For a more detailed description of plagiarism:
  - Princeton University Writing Center on Plagiarism:
    http://web.princeton.edu/sites/writing/Writing_Center/WCWritingRes.htm
  - How to successfully quote and reference material:
    University of Wisconsin Writers Handbook
    http://www.wisc.edu/writing/Handbook/QuotingSources.html
  - How to cite electronic sources:
    Electronic Reference Formats Recommended by the American Psychological Association http://www.apastyle.org/elecmedia.html

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