

## GRADED ASSIGNMENTS LIST: INSTRUCTIONS AND EXAMPLES

List all activities that will receive a grade. As you develop the assessments, return to this table to update the information. By having graded activities in one location, you will be able to quickly reference them as you build your course and your myCourses Gradebook.

### Selecting the grading structure

Grades should not be hurdles; rather they should reflect what the student has learned.

Quizzes, projects, case study analysis, essays, lab reports, demonstrations, presentations, papers, debates, recitations, journals, interviews, team assignments, and department tests are just the tip of the iceberg when it comes to listing possible assessments. Depending on the type of course you teach you might opt for a combination of assessment methods. Selecting a variety of assessment methods addresses the different learning styles of students.

Start by identifying what you want students to know, and how you will know they know it. Think of number of ways that students can meet the intended learning outcomes. As you assign activities, be mindful of a reasonable workload for both you and your students.

### Example 1: Business course or liberal arts course

Activity or deliverable	Points	Purpose and Description	Assigned	Due
Assignment 1 Interview a PR Professional	10	<u>Purpose:</u> practice key skills, reinforce key concepts Interview assigned PR professional about work related job skills. Use Skype for interview. Work in pairs (collect names of PR professionals available)	Week 1	Week 4
Assignment 2 Essay Work alone	10	<u>Purpose:</u> demonstrate competency Provide 3 essay questions. Have students select one to respond to *provide rubric	Week 3	Week 5
Assignment 3 Case analysis debate Work in pairs	10	<u>Purpose:</u> practice persuasion skills Assign Case study; Randomly assign positions on outcome, Defend position in class mock debate. Collect talking points before debate. Provide feedback sheets for each debate to fill in and give to debaters. Collect. Review. Return Provide rubric.	Week 5	Week 8

Activity or deliverable	Points	Purpose and Description	Assigned	Due
Assignment 4 Paper	10	<u>Purpose:</u> demonstrate research skills in discipline Review 4 articles on an issue in public relations journals. Summarize findings. State opinion. Provide rubric.	Week 8	Week 13
Project	25	<u>Purpose:</u> Demonstrate competency Description Develop a public relation campaign for a small start-up company	Week 3	Due as stated
Project Part 1 Partial points	(10)	Part 1 <u>Purpose:</u> Demonstrate competency Description Write a proposal in response to a small company's RFP, include timeline (phases), budget, scope for project. Provide rubric.	Week 3	Week 10
Project Part 1 Partial points	(15)	Part 2 Assigned <u>Purpose:</u> Demonstrate competency Description -Based on feedback from Part 1, create a detailed plan for company's public relation campaign. Provide rubric.		Week 14
Final Exam	15	Combination Essay, Multiple Choice		Exam date
Discussions/ participation	20	10 discussion questions/2 points for each discussion. Respond to the question and to one post by a classmate who took a different approach to the topic.		Weeks 1, 2, 3, 4, 5, 7, 9, 11, 13, 14
Total	100			

## Example 2: Hands-on engineering course

Activity or deliverable	Points	Purpose and Description	Assigned	Due
Quizzes	30	Review of key concepts in assigned readings. 14 multiple choice in myCourses 5 questions per quiz, 2 points per quiz	Each week	Mondays
Team Activity	10	Practice key skills Team researches a solution to a given problem. Writes a 2 page report on same. Provide format. * use/share team collaboration rubric	Week 3	Week 6
Mid-term	15	Demonstrate competency Take home exam 5 essay questions (3 points each) *use/share grading rubric	Week 6	Week 8
Presentation Material strength testing	10	Demonstration Demonstrate material strength testing of selected material. In lab presentation. Random assignment of materials and presentation order. *use/share presentation rubric	Week 7	Week 10
Lab Report	10	Written report on presentation. Reinforce writing skills. 2 page report following standard lab report format. *use/share lab report writing rubric		Week 12
Take home final	10	Demonstrate competency 2 Essay questions, 5 points each *use/share essay rubric	Week 13	Week 15
Participation	15	Practice key skills, reinforce key concepts. Demonstrate competency *use participation rubric		Weekly
Total	100			