

Examples of attendance & class participation statements

This guide offers examples of different types of Attendance and Class Participation statements. Statements that:

- *encourage attendance and achievement (attendance is not a threshold requirement);*
- *show attendance as a threshold requirement;*
- *show how attendance has been linked to criteria for an assessment task;*
- *shows class participation as a distinct assessable task.*

They are authentic examples from a range of disciplines. The Guide has been compiled by the Teaching Development Unit with assistance from staff in the Schools and Colleges.

Statements that encourage attendance and achievement (attendance is not a threshold requirement)

Example 1 (Education)

Attendance in Lectures and Tutorials:

Lectures and tutorials are designed to scaffold student learning and assist students to complete their assessment tasks. Students should endeavour to attend all lectures and tutorials. If there is a legitimate reason for an absence then the tutor should be emailed as a courtesy to explain the absence. Students who do not attend regularly and punctually for all tutorials and lectures may find that they are at risk of not passing their assessment.

Attendance rolls will be taken in all tutorials and in some lectures to verify attendance. Students should attend the tutorial that they registered in and continue to attend this tutorial throughout the semester. This practice enables students to maintain continuity of their tutorial program and tutors to maintain contact with their students.

Example 2 (Education)

Why attend lectures and tutorials?

Your learning is enhanced by attending face to face lectures and tutorials.
Your learning is scaffolded to assist you to complete assessment tasks.
You can get better marks because you know what is required in assignments.
You have the opportunity to ask questions and clarify your understandings.
You get to know your lecturers and they you.
You get to know your fellow students allowing you to form support and study groups.

In addition, it could be noted in the statement that rolls could be taken in:

Lectures until census date as a way of identifying students at risk.
Tutorials until census date as a way of identifying students at risk.
Tutorials continuing throughout the semester to manage the attendance of students in the tutorial in which they have registered. This practice enables students to maintain continuity of their tutorial program and tutors to maintain contact with their students.

Example 3 (Psychology)

Psychology: Behavioural Science, 101183, Spring 2011

Attendance and Workload

This unit is worth 10 credit points indicating that students will need to work 10 hours/week to be most successful in this course. Three hours will be lecture/tutorial time and the remaining 7 hours should be devoted to preparation and revision. In this unit you will need to devote much of this time to reading the textbook and reading materials. Attendance at lectures and tutorials is not compulsory. However, failure to maintain a satisfactory attendance record (i.e., attending a minimum of 80% of classes) and to participate in all class activities may seriously undermine a student's ability to satisfactorily complete the unit. Attendance records may also be consulted when assessing requests for extensions and special consideration.

Example 4 (Marketing)

200087 Strategic Marketing Management, Spring 2011

① Note: Punctual attendance at all classes – lectures and tutorials – is considered essential for student learning. Cases and exercises undertaken in both lectures and tutorials are likely to be examinable. Consequently students who do not attend lectures and tutorials often perform poorly in the final exam. Students unable to attend a class should take it upon themselves to catch-up on any material missed. A roll may also be taken in lectures so that the unit coordinator has a record of attendance.

Students should attend the tutorial they have registered in and continue to attend this tutorial throughout the semester. The reason for this arrangement is to maintain continuity of the tutorial program and for group project work purposes.

Example 5 (Marketing)

200589, Export Strategy and Applications, Spring 2011

You should note that attendance is considered critical for all students to gain full value from this subject, and is closely correlated with student success and grades. Each weekly seminar period involves providing you with the information you need to write your project contribution and pass the exam, a convenient time to collaborate with your project team members, and the opportunity for you individually and your team collectively to gain advice and guidance on the research you will be undertaking. In this unit there is a close observed connection between attendance and both effective project participation and a good grade.

Attendance is defined as being present for at least 90 per cent of the formal weekly teaching period.

Attendance at seminars will be recorded and included in the evaluation of a student's individual contribution to the project, as mentioned in the marking criteria. Attendance is considered essential to achieving the learning outcomes set for this unit.

Example 6 (Marketing)

Entrepreneurial Team, 200609, Spring 2011

It is expected that you will attend all sessions. In order to optimise the value of your learning, it is strongly advised to prepare before each session, enthusiastically participate in each session, and then reflect on each session. The better prepared you are before each session the greater the learning value from more focused questions and discussions. In addition, reflecting on what you have learned is an important process for you to confidently apply your newly learned skills. Naturally illness and misadventure cannot be anticipated and you should follow up such occasions with appropriate documentation (special consideration application). Please let your lecturer know if you are unable to attend any session.

Example 7 (Marketing)

Retail Management, 200089, Spring 2011

Feedback from former students has been clear that significant benefit is gained by engaging in the unit; that is, by attending lectures, tutorials and doing the tasks required of you. The various aspects of the unit are inter-related and participation in lectures, for example, will make tutorials or assignments more productive.

People who do not attend the classes invariably struggle with the assignments and the exam. Keep in mind that retailing requires interaction with people and this unit helps develop required skills necessary for gainful employment.”

The assessment details in the Learning Guide also provide Hints related to each assessment task. Hints make connections between attendance and participation, and being successful in that assessment. Examples include:

HINT: Students find that participation in tutorials is an advantage when sitting the final examination.

HINT: Start to collect ideas throughout the lectures and tutorials, to use in your report.

Example 8 (Sydney Graduate School of Management)

In order to optimise the value of your learning, it is strongly advised to prepare before each session, enthusiastically participate in each session, and then reflect on each session. The amount of time spent out of class will vary for each individual, depending on competencies and proficiency in any area. An approximation is 130 hours per session. Effective learning requires interaction between you, your instructor, and your peers. The better prepared you are before each session the greater the learning value from more focused questions and discussions. In addition, reflecting on what you have learned is an important process for you to confidently apply your newly learned skills. Therefore, in order to gain the most learning value from the synergistic relationship between your support materials and your specific unit material it is highly recommended you follow these steps for each session:

Before each session:

1. Read the support materials, notes and answer any given questions or problems
2. Pre-read your Instructor's Lecture notes for more detailed comprehension.
3. Follow any other learning leads from your Instructor including SGSM Intranet

During each session:

1. Enthusiastically participate in the 'Activities' guided by your Instructor
2. Contribute to each session with focused questions and discussions
3. Attempt any questions and problems shown in your session
4. Identify clearly what you know and what you don't know
5. Ask your Instructor about any questions or problems from this or any session.

After each session:

1. Attempt any questions and problems advised by your Instructor
2. Reflect IN action (while doing these questions and problems)
3. Review the worked solutions to questions and problems
4. Reflect ON action (after you have done these questions and problems)
5. Identify clearly what you know and what you don't know.

Example 9 (School of Biomedical and Health Science)

400880 Fundamentals of Exercise Science unit approval template, April 2010

Attendance:

Attendance at tutorial / practical classes is considered compulsory and students are expected to attend all tutorial classes. Tutorial attendance will be recorded every week by the tutor and monitored closely.

Consideration may be given to students who are absent from any tutorial class for reasons of misadventure, accident or extenuating circumstances (which are those circumstances beyond the student's control). In addition, the University recognises that there will be occasions of state and national significance in sporting, cultural, military, emergency service or legal domains that may be beyond the student's control and may require attendance which interferes with teaching/learning and/or assessment tasks. Where such circumstances can be demonstrated, a student must submit an application requesting Special Consideration in accordance with UWS Special Consideration Policy. Supporting evidence must be provided for all applications for Special Consideration.

Students who are granted special consideration for non-attendance at tutorial classes will be eligible to receive advice from staff regarding missed content, may be given catch-up work / opportunities to make up for the absence/s or be provided an opportunity to attempt any missed assessment. It is the responsibility of the student to make an appointment with their campus unit coordinator to discuss any missed content, catch-up work / opportunities or assessment item. Totally unexplained or unsubstantiated absence will not be deemed misadventure.

Students who do not apply for and/or are NOT granted special consideration for non-attendance at laboratory classes are NOT eligible to receive advice from staff regarding missed content, be given catch-up work / opportunities to make up for the absence/s or be provided an opportunity to attempt any missed assessment. In the event that an assessment task was missed due to unexplained or unapproved absence, students will be awarded a mark of zero or a Fail for that assessment item.

Statements that show attendance as a threshold requirement

Example 10 (Nursing and Midwifery)

400761, FHC: High Acuity Nursing, Autumn 2011

To pass this unit you must:

- Achieve satisfactory Clinical Placement (including 100% attendance) and CPU and Tutorial attendance greater than 80%

Students should attend all tutorials during the semester. Students should note that 80% attendance is required for all scheduled clinical practice unit (CPU) sessions. If you miss more than 20% of scheduled classes, entirely or in part, you will receive an Component Fail grade for this unit. Students with a poor attendance record may find themselves at risk of not passing assessment. Tutors will keep a record of student attendance for all units which may be taken into account where a student's grade is marginal in any way.

Example 11 (Nursing and Midwifery)

400759, Mental Health Nursing 1, Spring 2011

Tutorial attendance

Assessment 1: Tutorial Attendance (80%) (Satisfactory/Unsatisfactory)

Students should attend all tutorials during the semester. Students should note that 80% attendance is required for all scheduled tutorials. If you miss more than 20% of these scheduled classes, entirely or in part you will receive a final grade allocation consistent with the current UWS Assessment Policy (<http://policies.uws.edu.au/view.current.php?id=00227>).

It is strongly recommended that you attend all scheduled learning activities to support your learning. Attendance will be recorded. If you have suffered misadventure, or you have experienced exceptional circumstances that have prevented your attendance at class, you may need to apply for Special Consideration via the UWS website or the Student Centre. Special Consideration is not automatically granted. It is your responsibility to ensure that any missed content has been covered. Your lecturer will give you more information on how this must be done.

Statements that show how attendance has been linked to criteria for an assessment task

Example 12 (Social Sciences)

This example shows how attendance and engagement with learning activities and resources has been linked to an assessment task.

101557 Individual and Society

Attendance Requirements

Attendance is required at lectures and tutorials. Attendance records are kept for tutorials. Tutorial attendance is necessary for completion of the Learning Journal assessment task. There are only 4 x 2 hour tutorials during the semester. Students must attend all four tutorials. If you are absent from a tutorial, you must provide medical or other appropriate certification to your tutor. Students who do not attend all tutorials may fail this unit.

In your Learning Journal you will:

- Describe your responses to the materials, theories, concepts, evidence and learning activities for the topics you have chosen;
- Draw relevant examples from work, family or personal life;
- Incorporate readings prescribed for the topics you have chosen, including the textbook.

Your Learning Journal will follow a prescribed format. This Guide provides the details to complete this assessment task. To complete your Learning Journal you will need:

- To attend and participate in tutorials;
- Prepare for tutorials through completion of the structured learning activities in the Workbook /Reader;
- To have read the relevant readings and sections of the text.

A discussion topic will be set up in vUWS for questions about this assessment. It is your responsibility to keep up to date with these discussions.

Example 13 (Education)

In the Master of Teaching (Primary), an ungraded course, attendance is linked to the assessment tasks through an Academic Standard Criterion attached to each assessment task.

Your assessment in the Master of Teaching (Primary) is non-graded. In order to pass each of the units in the degree, students must submit and attain mastery level for all assessment tasks in the unit. Achievements in the units will awarded either a Satisfactory or Unsatisfactory grade. For each assignment there is an **Academic Standard Criterion** that must be reached:

The assignment has reached an appropriate standard of academic writing and reflects engagement with the content of the unit. Appropriate standard of writing means using correct grammar, sentence structure and spelling, developing a coherent and logical argument and referencing with accordance to APA style. Unit engagement means that there is a clear indication that the student has participated in lectures and tutorials, read all compulsory unit material and read and followed the criteria for the assignment. If this criterion is not met, the assignment will be given an (Resubmit), regardless of the assessment against other specific assignment criteria.

Statement that shows class participation as a distinct assessable task

Example 14 (Law)

200183, Law of Business Organisations, Spring 2011

Class Participation assessment, 10%

In this form of assessment, the students receive a mark for their performance in class.

Learning outcomes: what are you expected to achieve from this exercise?

3. Recognise how the statutory regime of corporate regulation intersects with common law and equitable developments;
4. Appraise some of the criticisms of current corporate law in the wider context, for example globalisation and also be familiar with public policy issues in this area; and
5. Apply the student's understanding of company law concepts to analysing and solving practical problems.

In addition, class participation is also helpful because it:

- Develops your understanding of the material;
- Provides you with instant feedback;
- Develops your oral communication skills;
- Develops your self confidence;
- Develops your professional skills in public speaking and arguing under pressure;
- Encourages your preparation for class, and that facilitates more informed and stimulating class discussion and exposes you to a variety of views and ideas.

Criteria

In order to achieve a good mark for class participation, the teacher will consider the following factors (not in any particular order):

- The extent to which the students participate in class and interact with the audience:
 - Do the student's responses demonstrate that that he/she consistently prepares for class?
- Demonstrate preparation of the tutorial problems
 - Can the students identify the key issues in a problem?
 - Are the students able to apply the basic concepts and principles of company law to problem questions?
 - Are the students able to recognise how the common law and statutes apply to a particular situation?
 - Does the student present his/her responses and opinions persuasively?
 - Does the student communicate effectively?

Standards

The following is a guide as to different qualities of class participation and the mark and grade such participation would receive.

Standard: 9.5-10/10

The student always responds to questions that arise during the tutorial. The student is always willing to participate in class. The student shows an understanding and critical insight of the readings and the student provides arguments that justify the answers provided in the tutorials. Further, the student contributes in all tutorials, and interacts very well with the audience. Finally, the student brings the legislation and textbook to class.

Standard: 8 – 9/10

The student responds to questions that arise during the tutorial. The student is willing to participate in class. The student shows a comprehension and critical insight of the readings. The student contributes frequently to tutorials and interacts well with audience. The student brings the legislation and textbook to class.

Standard: 7-7.5/10

The student responds to questions that arise during the tutorial. The student is willing to participate in class. The student contributes often and attempts to interact with other students in the tutorials. The student brings the legislation and textbook to class.

Standard: 5-6.5/10

The student responds to questions that arise during the tutorial when asked. The student contributes sometimes in the tutorials. The student brings the legislation and textbook to class.

Standard: 0-4.5/10

The student does not attempt to respond to most questions raised during the tutorial. The student does not prepare the tutorial questions. The student fails to answer tutorial questions during the tutorials.

Further examples may be added as they become available