

BUSINESS, SOCIETY & ETHICS

Verbal Class Summaries

At the beginning of each class meeting, one student will be randomly selected (by the roll of dice) to present a five-minute summary of our previous class.

The purpose of this assignment is to ensure that you are taking good class notes and understand what it is we have accomplished during each class.

You will do at least one class summary. However, the exact frequency of verbal class summaries is random.

Instructions

You only have five minutes to present. I will ask you to stop after that time is up.

Organize the summary around the posted reading questions, regardless of the order in which these issues were addressed during class. If there were no posted reading questions for that class, then summarize the two or three most important ethical issues we addressed that day.

Using Free Passes

If you are randomly selected, you may use a free pass to have me to re-roll the dice. However, keep in mind that the dice may select you again!

Feedback, Evaluation & Grading

I will provide feedback on all (verbal and written) class summaries by writing some brief comments and filling out a rubric. The rubric (see the opposite side of this page) will help me assess the quality of your work based on a set of standards and let you know the extent to which you met those expectations.

Each class summary is graded according to the 10-point grading scale from page 1 of the course syllabus. For verbal summaries, if you are selected but not present, you receive a 0.00 (R). Failure to email me a written summary when due will result in a 0.00 (R) for that assignment. Your overall class summary grade is determined at the end of the semester by taking the average of all your (verbal and/or written) summary grades.

Collaboration & Academic Integrity

You always have permission to consult the notes of your classmates. Indeed, I highly encourage you all to talk with each other and compare course notes *outside* of class. However, all class summaries must in your own words. So while you may look at the notes of your classmates outside of class, you must use your own version for presenting a summary.

In doing all of this, you must be honest about any outside assistance you may receive. This includes help from classmates, your friends/family, as well as the instructor. If you use any ideas from another person, you must properly cite that person and acknowledge them at the end of your presentation, or at the end of your write up.

Please continue ►

Written Class Summaries

If you are absent or late to class—even by thirty-seconds—you are required to email me a written class summary of that day's class before 11:59PM the next day.

The purpose of this assignment is to motivate you to show up to class on time while ensuring that you are caught up with any material you may miss.

If you attend each class on time, then you will never be required to submit a written class summary.

Instructions

Your write up should be 700–800 words in length, use APA-style citations, and otherwise conform to the course's "General Technical Requirements" posted on the course website. Please use the MS-Word template also posted on the website that satisfies all these requirements. **Written summaries without a cover page (i.e., a completed Commitment to Academic Integrity Form) will receive an automatic 0.00 (R).**

This write up should be organized in the same way as required for the verbal class summaries.

Using Free Passes

If you are late or miss class, you may use a free pass to completely skip this assignment.

Class Summaries: Rubric

Class summaries will be judged as either “Excellent”, “Satisfactory”, “Mediocre”, or “Unacceptable” according to a set of criteria. The following are general requirements expected throughout the summary:

1. **Technical Requirements [Only for Written Class Summaries]:** Does the write up follow the “General Technical Requirements” posted on the course website?
2. **Clarity:** Does the summary follow the standards of spoken or written English? Are words are chosen and used for their precise meanings?
3. **Organization:** Is the summary easy to understand and follow? Are different points clearly distinguished and introduced separately? Does the summary follow the order of the of the reading questions?
4. **Competency:** Does the summary displays competency and understanding of the material?
5. **Academic Integrity:** Does the summary properly cite and/or acknowledge all outside sources? Are the standards of academic integrity followed?

(Please note that depending on the severity of the circumstances, a mark of mediocre or unacceptable for academic integrity may also result in the instructor writing letters to the Assistant Dean for Student Affairs and the Coordinator of Community Standards informing them of an academic integrity violation in this course.)

These criteria apply more specifically to the content of the summary:

6. **Relevance:** Is each part of the summary relevant for explaining the most important and/or interesting issues?
7. **Completeness (with each Reading Question):** Does the summary respond to each of the reading questions?
8. **Consultation (of the Text):** Does the summary consult the assigned reading to fill in any gaps that might not have been fully covered during class?
9. **Overall Analysis:** Overall, does the summary of the previous class successfully break down its analysis of the previous class into meaningful and relevant parts?

I will also distribute a sample rubric along with a full explanation of what constitutes “Excellent”, “Satisfactory”, “Mediocre”, and “Unacceptable” for each of the above criterion.