

Appendix 2: Two participation records

See the section on **Assessing Attendance: Directly** for more on how the attendance points are generated/used.

From Sounds to Words **Participation Record for Portfolio**

please fill out and submit the first page of this with your portfolio

all activities must be finished by their respective deadlines

Activity	Number	Multiplier	Total
<i>Example: you did 5 learning journal tasks</i>	How many you did:	times this:	Equals this:
Learning journal tasks submitted	5	3	15

Activity	Number	Multiplier	Total
<i>Essay-related</i>			
Essay Draft (F essay)		15	
Essay Draft (M essay)		15	
<i>Canvas-related</i>			
Learning journals		3	
Start/respond substantively to a Canvas discussion <i>at least twice</i>		3	
Canvas quiz (word/lexeme)		1	
<i>Student hours/study group</i>			
Visit LM or LC's student hour [max 6]		2	
Take part in Thurs study group [max 6]		2	
<i>Extras (announced by a tutor)</i>			
Attend a talk & submit ¶ summary LIST THEM HERE		5	
	Total so far:		

There are an additional 10 marks available for attendance and up to 10 for quizzes. We will do the maths for those and will add the numbers to your total.

[next example on next page]

Topics in Linguistics: Pragmatics **Participation Record for Portfolio**

please fill out and submit the first page of this with your portfolio

Activity	Number	Multiplier	Total
<i>Example: you did 5 portfolio tasks</i>	How many you did:	times this:	Equals this:
Weekly portfolio tasks submitted	5	8	40

IMPORTANT:

- Some items say ‘max [number]’. You can do that activity as many times as you like, but you stop getting points for it after that number.
- The possible points go higher than 100 because you’re not expected to do everything!

Activity	Number	Multiplier	Total
Weekly portfolio tasks submitted		5	
<i>Canvas-related</i>			
Canvas discussions [max 10]		1	
Canvas discussn contribus [max 10]		1	
<i>Student hours/study group</i>			
Visit Lynne’s student hour re this module [max 10]		2	
Take part in Thurs study group [max 10]		2	
<i>Extra events (talks, etc.)</i>			
LIST ANY APPROVED ACTIVITIES BELOW			
		5	
your total so far:			
<i>Attendance</i> [see instructions below]		Attended	Notified absences
Lecture			
Seminar			

Attendance instructions

To fill out the Attendance section, **you must use the Sussex Direct record** of your attendance. Attendance will add between 0 and 20 points, which I will do the maths for. You will see your score in the portfolio feedback.