

# Attendance & Participation Form for Class Meeting 3 times a Week

**This form is to be completed by the instructor during the last week of the course.**

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

**Instructor(s):** \_\_\_\_\_ **Course:** \_\_\_\_\_

## \_\_\_ Exemplary Student

- attended every class on time, did not leave early
- highly motivated to learn, actively engaged in course activities, did not participate in side conversations
- always prepared, motivated to begin and complete independent tasks, completed all assignments on time
- communicated appropriately /visually at all times, cooperated with both teacher and peers
- motivated to participate in or volunteer for activities, clearly enjoyed being in class

## \_\_\_ Excellent Student

- occasionally late to class, left early OR missed 1-2 classes
- motivated to learn material, actively engaged in course activities
- always prepared, motivated to begin and complete independent tasks, completed all assignments on time
- inappropriately spoke with peers during class time, but otherwise cooperated with both teacher and peers
- generally motivated to participate in or volunteer for activities, clearly enjoyed being in class

## \_\_\_ Above Average Student

- occasionally late to class, left early OR missed 3-4 classes
- motivated to learn course material, actively engaged in course activities
- usually prepared, motivated to begin and complete independent tasks, completed all assignments on time
- inappropriately spoke with peers during class time, but otherwise cooperated with both teacher and peers
- willing to participate in discussions or activities when selected by teacher

## \_\_\_ Average Student

- often late to class /left early OR missed 4 classes
- usually motivated to learn course material, but occasionally disengaged from course activities
- usually motivated to begin and complete independent tasks, completed almost all assignments on time
- often forgot to communicate appropriately / visually with teacher, often participated in side conversations
- willing to participate in discussions or activities when selected by teacher

## \_\_\_ Below Average Student

- repeatedly late to class / left early OR missed 5 classes
- not motivated to learn course material and often disengaged from course activities
- failed to submit / complete two or more assignments correctly / on time or failed to review the material
- frequently had private conversations / disrupted / spoke during class activities
- willing to participate in discussions or activities when selected by teacher

## \_\_\_ Struggling Student

- repeatedly late to class / left early OR missed 6 classes
- often did not prepare / depended on classmates to complete assignments or rarely reviewed materials
- failed to submit / complete two or more assignments correctly / on time or failed to review the material
- frequently had private conversations / disrupted / spoke during class activities
- resisted interacting or withdrew, seemed unmotivated or uninterested in class activities

## \_\_\_ Absent Student

- inattentive, disruptive, unprepared OR missed 7 or more classes