Blizzard Baja's Grading Policy (100 Points) 2004-5

Executive Board: Officers, Team Leaders, Faculty Advisor

- **Objectives (20 points).** Personal objectives will be derived from your team’s objectives. You will submit a list of objectives to your team leader in class second week. Your team leader can help you divide the 20 points among your objectives. The Executive Board will assign points based on whether the semester objectives were met.

- **Documentation (35 points).** Each student will submit a scheduled series of brief (1 - 2 page) memos detailing his or her work done for Baja. Each memo will be reviewed by members of the Executive Board and graded based on professionalism and content. Memos will be submitted to team leaders in both paper and electronic form. The grades on these memos will be scaled to be worth 35 total points. Each student will also prepare at least one presentation a semester as well as develop proposals for design concepts and final reports. All of these documents will be peer reviewed and graded. Student will also develop a personal portfolio. This will highlight the student’s best work. The portfolio will be reviewed by Faculty Advisor and may be reviewed by corporate sponsors.

- **Attendance (5 points).** Attendance points will be assigned according to the number of meetings you attend. You lose one point for each unexcused absence after your first. To verify an excused absence (for university-approved reasons), contact the Faculty Advisor by 1:00 on the day of the meeting if you will be missing that week’s class.

- **Peer Reviews (5 points).** At the middle and end of the semester, you will evaluate each of your team members. You receive five points for participating in this process.

- **Initiative (10 points).** During the semester, you will encounter several opportunities outside class to support Baja, such as attendance at recruiting sessions, family weekend booths, and Enterprise expositions. These events are generally in the evenings or on weekends. Other chances for initiative will be announced in class.

- **Class Goal (5 points).** Everyone will receive up to five points depending on how well we meet our expectations for the semester.

- **Executive Review (20 points).** These 20 points will be assigned by the Faculty Advisor according to feedback from Team Leaders, and the Executive Board.

Mid-term grades will be calculated and distributed during eighth week of class. The report will include points earned to date and appropriate feedback to increase your score by the end of the semester. Mid-term grades do not affect final grades.