

Appendix 1: Examples of Main Takeaway Setting

Example 1: Electronic submission via Blackboard Ultra

The screenshot shows the Blackboard Ultra interface for a course titled "March 9th - Main Takeaway". The page is divided into two main sections: "Main takeaways Content" and "Main takeaways Settings".

Main takeaways Content:

- Question 1** (2 points): Reflect on what we discussed in our meeting. What is your make takeaway from this class?
- Students can use the editor to answer.
- If students add additional content, it appears at the end of each submission*

Main takeaways Settings:

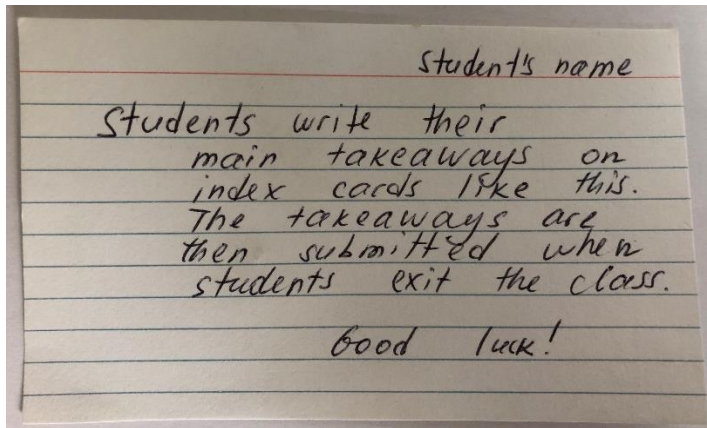
- Due date:** 3/10/21, 6:00 PM (PST)
- Grade category:** Main takeaways
- Grading:** Points | 2 maximum points
- Attempts allowed:** 1 attempt
- Originality Report:** SafeAssign enabled

Example 2: Electronic submission via Google Forms (instructor view)

The screenshot shows the Google Forms instructor view for a form titled "Your main takeaway from today's class". The form is divided into four sections:

- Questions** (selected) / Responses
- Question 1:** "Your main takeaway from today's class" (Long answer text)
- Question 2:** "What is your main takeaway from today's class?" (Long answer text, required)
- Question 3:** "Your name (Last and first)" (Short answer text, required)
- Question 4:** "Email" (Short answer text, required)

Example 3: In-person submission using index cards for main takeaways



Appendix 2: Assessing Main Takeaways: A Rubric

This is an example of a rubric that can be used for assessing the takeaway. This rubric assumes that each takeaway can earn a student 2 points in written participation. The reader might want to adjust the number of points for each takeaway, as well as the specific criteria for assessment, based on the number of course meetings, the overall points for participation component in the course, and the pedagogical goals of the takeaways and the course.

Excellent (Full credit: 2 points)

Full credit, 2 points, will be given for a main takeaway if one or more of the following apply:

- A takeaway provides brief and accurate information on the topic discussed in class, and
- uses, briefly defines, and links a theoretical concept with examples discussed in class, or
- applies the topic to new events or new theoretical approaches, or
- integrates the topic with the topics discussed in previous classes, or
- provides perspectives on different sides of a topic in a balanced and neutral way

Good (Partial credit: 1.5 points)

Partial credit, 1.5 points, will be given for a main takeaway if one or more of the following apply:

A takeaway addresses the topic discussed in class, but

- uses theoretical concepts discussed in class without briefly defining it, or
- provides examples without details, such as by mentioning only the name of a country
- provides some inaccurate information on the topic discussed briefly in class
- does not address comments made by the instructor on previous full credit takeaways

- takes sides on a topic while providing only limited explanation of the other's side perspective

Fair (Partial credit: 1 point)

Partial credit, 1 point, will be given for a main takeaway if one or more of the following apply:

A takeaway addresses the topic discussed in class, but

- does not use relevant theoretical concepts discussed in class, or
- does not provide any examples, or
- focuses primarily on the topics discussed in one of the previous classes, or
- provides some inaccurate information on the topic discussed at length in class
- ignores comments made by the instructor on previous takeaways
- takes sides on a discussed topic without providing the perspective of the other side

Insufficient (no credit: 0 points)

No points will be given for your main takeaway if one or more of the following apply:

A takeaway

- does not address the topic discussed in class.
- addresses only the topics discussed in one of the previous classes
- provides mainly inaccurate information on the topics discussed in class
- uses disrespectful language
- was not submitted by the specified deadline

Appendix 3: An illustrative example of participation requirements, including takeaways, that can be included in a political science syllabus.

Grading and Assignments

Participation (150 points)

We will meet online, via Zoom, every [scheduled day] and [scheduled day] from [scheduled time]. It is expected that you will attend these synchronous meetings. However, we live in very unconventional times, amid an active global health crisis and the need to adapt to the new learning environment. If, for any reason, you cannot attend a live meeting (except simulation), you will still be able to gain participation points. Please see the instructions below in the attendance section on how to receive attendance points if you missed a synchronous live meeting.

For your convenience, all meetings will be recorded and posted on Blackboard. You will be allowed to watch these videos as many times as you wish. These videos are intended only for learning purposes and for the use of students enrolled in this class. You are not allowed to record, repost, or otherwise distribute these videos.

Each synchronous session will involve active learning activities and discussions. This will require your active participation. I have designed active learning activities to let you engage, practice, and internalize the learning material. These activities will also often serve as the basis for your research assignments, simulation, midterm, and final examinations. The grade for participation will be calculated based on the following elements:

1. Attendance

Synchronous: You are expected to attend each synchronous meeting on Zoom.

Asynchronous: If you were not able to attend a meeting, you are expected to watch a recording of the missed Zoom meeting and submit an asynchronous attendance report on Blackboard. You will be able to gain points for asynchronous attendance by doing the following: (a) send me an email before the synchronous meeting begins to indicate the reason you will miss the meeting, (b) watch the entire recorded Zoom meeting, (c) complete the asynchronous attendance report on Blackboard, and (d) send me an email notifying me that you have completed the asynchronous attendance report. You must complete all four tasks. Please note that you should complete these tasks within one week after the missed class.

I hope this flexibility will be useful amid the pandemic and potential unexpected developments in our life. Please note that each lecture in this course builds on a previous lecture. This requires your active participation, synchronously, or asynchronously, in a consistent, responsible, and timely manner throughout the entire semester. Please feel free to email me with any questions you might have. You can earn up to sixty points for attendance.

2. Regular contribution to class discussions. You should be prepared to participate in every class.

Synchronous: Participation is measured by asking and answering questions, discussing readings, suggesting opposite argumentation in debates, initiating and participating in discussions, actively working in groups, providing feedback, and taking part in instant polls and other interactive activities during the class.

Asynchronous: If you were not able to attend a meeting, your active participation will be measured with the asynchronous attendance report. Follow the instructions in the attendance section above on how to gain participation points if you missed a synchronous

live meeting. You can earn up to thirty points for regular contribution to class discussions.

3. Main takeaway memo: submission of a brief 2–3 sentence memo describing your main takeaway from today’s class *at the end of each meeting*.

Synchronous: Submit your main takeaway on Blackboard immediately after the class ends, and no later than 24 hours after the class. The takeaway memo allows you to summarize the material in your own words, ensures transparency in participation grading, provides a line of communication with the instructor, and allows you to receive instant feedback. The main takeaway tool ensures an inclusive assessment of your participation based on your attentive listening and active engagement with the learning material. The takeaway will also allow you to hone your writing skills.

Asynchronous: If you were not able to attend a meeting, do not submit the main takeaway on Blackboard. Instead, use an asynchronous attendance report. Your main takeaway is part of the asynchronous attendance report and should be submitted only via the report after you have watched the entire Zoom recording. Follow the instructions in the attendance section above on how to gain participation points if you missed a synchronous live meeting. You can earn up to sixty points for main takeaways.