

**Collaborative Work:**

**(percentage of total course grade that can derive from collaborative work)**

In courses offered by the Department of Politics and Public Administration:

- Grades assigned for group/collaborative work shall not comprise more than 25% of the overall evaluation scheme for the course.
- The course syllabus must outline:
  - clear criteria for group work; and
  - processes/procedures by which students who encounter difficulty with their working group may have their concerns addressed in a fair, appropriate and timely way.
- Instructors must keep a written justification of the individual grades assigned for group (collaborative) work, and be prepared to provide that written justification to the Department Appeals Committee in the event of a grade appeal.

Approved by Dept Council 07 October 08