**BASIC PARTICIPATION POINTS**

8 = All homework done, attended full class time, good group participation  
7 = Partial homework done, attended full class time, good group participation  
6 = No homework done, attended full class time, good group participation  
-2 = Not complying with client’s instructions (every team member)  
-1 = Complaining / whining (each instance)

**ABSENCES/TARDINESS**

2 = For absent with contact and homework sent in  
0 = No work, absent with contact  
-2 = No work, absent without contact  
-1 = From above for each 15 minutes late/leave early up to -6 points  
X = For an excused absence, with official documentation (one time use only)

**ADDITIONAL POINTS***

+++ = 3 extra miles, all listed  
++ = 2 extra miles, all listed  
+ = Extra mile, listed

Weekly extra miles can be attained by taking on a job or extra work beyond the group requirements.  
— group leader  
— client contact  
— communication manager  
— weekly minutes  
— group printer  
— work on presentation  
— meeting outside of class time (with emailed minutes)  
— group errands outside of class  
— extra (well-crafted) design

*in Design Team 2, you do not receive additional points for doing things in your job description (like the client contact contacting the client)