

Course Attendance and Engagement Requirements for Course Delivery Options

We offer courses in multiple modalities - depending on the program¹ - including on-campus, synchronous, asynchronous and hybrid offerings. This document articulates the School's expectations around attendance and engagement for the various modes of offerings.

On-campus refers to a course or course component delivered in person (For Masters students this may involve delivery at an alternative site). Given that learning is enhanced by full preparation, participation and sharing between and among colleagues, guest speakers, and instructor(s), regular attendance and in-class contributions are important components of professional education.

The expectation is that you would attend 100% of your on-campus classes. If you need to be absent from a class, the expectation is that you would contact your professor prior to the class to explain your absence. You have a right to privacy. It is the responsibility of students to take appropriate steps to ensure that they keep up-with all classwork and that they complete all related assignments. After two absences, if there was an need for absent you from a third class, you will be required to complete a Declaration of Cause form and submit it, along with any relevant documents, to the Registrar's Office. After missing a third class you may be required to repeat the course. This will be decided in consultation with the Instructor and the Director.

Other aspects of professionalism that apply to on-campus learning include punctuality, preparation for class including completing the reading and completion of assigned pre-class work, meeting of assignment deadlines and respectful communication with and about individuals with whom you engage professionally, including colleagues and classmates. A commitment to respecting diversity and the dignity and right to privacy and confidentiality in all professional encounters is of paramount importance. Professionalism also pertains to the use of technology in the classroom, which includes ensuring that any phone, tablet or computer use during class time is directly related to current class activities.

Synchronous refers to a course or component of a course delivered online using a variety of online tools. The instructor and students are required to meet online in live time as a group using a virtual meeting platform. Synchronous learning means students can work on their classes from their location. The expectation is that students will be present during the virtual session and available to fully participate in the class activities in live time as if you were in an on-campus delivery model. Both a video and an audio presence are preferred. Given that learning is enhanced by full preparation, participation and sharing between and among colleagues, guest

¹ **Please note:** For the **Bachelor of Education** program, all courses are offered on-campus. There are no offerings of synchronous or asynchronous courses.

speakers, and instructor(s), regular attendance and contributions are important components of professional education.

The expectation is that you would attend 100% of your synchronous classes. If you need to be absent from a class, the expectation is that you would contact your professor prior to the class to explain your absence. You have a right to privacy. It is the responsibility of students to take appropriate steps to ensure that they keep up-with all classwork and that they complete all related assignments. After two absences, if there was an need for absent you from a third class, you will be required to complete a Declaration of Cause form and submit it, along with any relevant documents, to the Registrar's Office. After missing a third class you may be required to repeat the course. This will be decided in consultation with the Instructor and the Director.

Other aspects of professionalism that apply in synchronous learning include punctuality, preparation for class including completing the reading and completion of assigned pre-class work, meeting of assignment deadlines and respectful communication with and about individuals with whom you engage professionally, including colleagues and classmates. A commitment to respecting diversity and the dignity and right to privacy and confidentiality in all professional encounters is of paramount importance. Professionalism also pertains to the use of technology in the classroom, which includes ensuring that any phone, tablet or computer use during class time is directly related to current class activities.

Asynchronous refers to a course or component of a course delivered entirely online using an array of online tools. It is a self-paced and students are not required to attend any on-campus classes. Frequently, asynchronous learning requires students to complete tasks according to an assigned schedule. Asynchronous learning means students can work on their classes wherever and with flexibility within the timeline set forth by their instructor.

Aspects of professionalism that apply in asynchronous learning include preparation including completing the reading and completion of assigned online work, meeting of any assignment deadlines and respectful communication with and about individuals with whom you engage professionally, including colleagues and classmates. A commitment to respecting diversity and the dignity and right to privacy and confidentiality in all professional encounters is of paramount importance.

Hybrid refers to courses that may involve some combination of On-Campus, Synchronous, and Asynchronous delivery.