**The following are examples for your potential use. A guideline MUST be embedded into your syllabus. These are simply examples to choose from or adjust per your department and instruction guidelines.**

**ATTENDANCE GUIDELINE OPTIONS:**

**Attendance** (traditional classroom)

Attendance is critical. Your success in this course will be the direct result of your attendance for each class and your participation throughout the course.

**Attendance** (online classroom)

Your success in this course will be the direct result of frequently accessing the online course environment and actively participating throughout the course.

**EXAMPLE 1**

**Attendance** (traditional classroom)

Attendance is critical. Your success in this course will be the direct result of your attendance for each class and your participation throughout the course.

Class participation shall constitute at least ten percent of your final course grade. If you have one week’s worth of unexcused absences during the semester, you will be sent an e-mail requesting a conference immediately to discuss your attendance issues.

No longer attending or participating in this class does not constitute withdrawal from this course, nor does your notification to the instructor that you wish to be dropped. It is your responsibility to fill out a “schedule change form” at the Admissions and Records Counter to officially withdraw from the class. Failure to do so may result in the grade of “F”.

**EXAMPLE 2**

**Attendance** (traditional classroom)

Class attendance is measured based on the following criteria: arriving to class on time; paying attention during lecture; attentively watching and listening to instructional videos; respectfully listening when others are speaking; your ability to be fully engaged in your learning without texting, checking your phone or email, or participating in other digital distractions; your ability to stay awake, etc. If you are unable to meet the above criteria, participation points will be subtracted throughout the semester. Keep in mind, you start the semester with ALL your points, so **do not lose them!** If you are distracting others in your lack of participation, you will receive an email from me or be asked to meet for a short face-to-face conference before or after class.

**EXAMPLE 1**

**Attendance (online classroom)**

Your attendance will be taken in the form of your participation in the Discussion Forums. A student will be considered to have attended class for the week if the student answers the discussion questions and responds to at least two classmate’s responses as well. Your participation in the discussion forums and attendance in this class is not only important to your success in this class, but also to the success of the entire class. This course is designed to be inter-active and student-centered.

**EXAMPLE 2**

**Attendance / Participation (online classroom)**

Success in this course is dependent on your active participation and engagement throughout the course. As such, students are required to complete all assignments by the due date, and to actively participate in class discussions.

Additionally, students are expected to:

* Log on at least three times a week – on different days in order to completely weekly assignments, assessments, discussions and/or other weekly deliverables as directed by the instructor and outlined in the syllabus;
* Participate in the weekly threaded discussions,  this means that, in addition to posting a response to the thread topic presented, students are expected to respond to each other and comment and questions from the instructor and/or other students;

If you find that you cannot meet the class' minimum discussion requirements due to any circumstance, please contact your instructor as soon as possible.

Students will not be marked present for the course in a particular week if they have not posted on the discussion forum and/or submit assignment/essay or complete assessment if administered in that week. Your attendance/participation is worth 100 points in this class.

**MOBILE DEVICE GUIDELINE OPTIONS:**

**Mobile Device Guideline** (none during class time)

Please see that all mobile devices (tablets, phones, laptops, etc.) are silenced and put away during our class time. Their use is not permitted in this course.

**Mobile Device Guideline** (only for specific times & purposes)

If you own a mobile device (such as a laptop, a tablet, or a smartphone), you may use it provided that you are accessing appropriate course content (online text, D2L, etc.) or taking notes. Please see that it is in silent mode during class time. You may expect that from time to time, you will be required to put them away.

**Mobile Device Guideline** (just about any time)

Please silence all mobile devices during class time. You may use them at any time during normal instruction to access course content and/or take notes (but not during tests and quizzes, for example). Please remember that your use should be limited to tasks directly related to class work (no texting, Facebooking, etc.).