

DISE

Attendance Guidelines and Policies

Faculty Regulation:

http://www.mcgill.ca/study/2018-2019/faculties/education/undergraduate/ug_edu_attendance

1. Example General Attendance Requirement Statements:

- ❖ Attendance requirements are in keeping with the Ministry of Education’s Core Professional Competencies #11 & #12.
(<http://www.education.gouv.qc.ca/en/references/publications/results/detail/article/teacher-training-orientations-professional-competencies/>)
 - 11. To engage in professional development individually and with others.
 - 12. To demonstrate ethical and responsible professional behaviour in the performance of his or her duties.
- ❖ 100% attendance is required in this course. Students are expected to arrive on time, remain for the full class period and actively participate.
- ❖ Only valid medical reasons, family emergencies, observance of holy days and intercollegiate sports activities are justifiable reasons to miss class – appropriate documentation must be provided to the course instructor (e.g. note from physician, rabbi, Sport Event Conflict Form, death certificate).
- ❖ The instructor may recommend withdrawal from the course in cases of unavoidable but excessive absence.
 - a. Direct recommendation
 - b. Consults with undergraduate program director
- ❖ Students must communicate unavoidable absence to the instructor via email within 24 hours of the missed class.

2. Example statements of absence consequences etc.:

- ❖ At the discretion of the instructor, unexcused absence may result in a final grade of ‘J’ being awarded for the course.
- ❖ At the discretion of the instructor a % mark (5%, 10%, 15% etc.) may be deducted from the final grade for each unexcused absence, late arrival or early departure.
- ❖ More than 2 missed or 2 partially missed classes with no valid reason will result in a (%) final grade reduction.
- ❖ The student must attend 90% of the course. Failure to do so may result in a final “J” grade for the course.

3. Example in-class assignments and assessment activities:

Students who are absent from class will not be provided any opportunity to make up missed in-class assessment activities and will receive a grade of zero.

- ❖ In-class reflections on readings
- ❖ Group discussion reports
- ❖ Entrance cards
- ❖ Exit cards
- ❖ Case-study problem solving
- ❖ Pop-quizzes
- ❖ Clicker activities

4. Example statements regarding taking attendance:

- ❖ Attendance will be taken for record keeping purposes. Attempts to misrepresent attendance (either your own or others) is an offence under the University Code of Student Conduct and Disciplinary Procedures.

5. Relevant Policies:

Code of Student Conduct and Disciplinary Procedures:

https://www.mcgill.ca/secretariat/files/secretariat/code_-student_-conduct-discipline-procedures_april_2013_final_revised_3.pdf .

Policy on Accommodation of Holy Days:

<https://www.mcgill.ca/importantdates/holy-days-0/policy-holy-days>

Exam/Class/Laboratory Conflicts with Sport Events:

https://www.mcgillathletics.ca/sports/2012/12/5/GEN_1205125717.aspx?id=229