

# RECOMMENDED GUIDELINES FOR REMOTE TEACHING & LEARNING:

## ATTENDANCE

Attendance is particularly critical in teacher education programs, as these are designed to develop required professional competencies, which prepare students for the demands of the teaching profession. In keeping with the *McGill Principles of Practice, Behaviour and Ethical Conduct for Teacher Candidates*, maximum attendance in class is a reflection of professional obligation and commitment to becoming an effective teacher. Students must therefore inform themselves of, and adhere to, the attendance requirements for all Education courses. Special attention should be paid to the requirements of intensive courses and professional seminars scheduled around Field Experiences. Unexcused absences may result in exclusion from a course, course failure, and/or removal from any associated Field Experience.

Instructors have the autonomy to design their courses in a manner that best reflects the course content and pedagogical learning necessary for success in the course. For example, if a course is offered synchronously at a specifically scheduled day and time, students are expected to attend on that day and time. If students do not attend and have not been granted any kind of accommodation or exemption, then their absence is considered unexcused. The instructor may impose a penalty in line with what is indicated in the course outline. As was the case prior to the COVID-19 pandemic, work commitments or personal convenience are not considered valid reasons to miss class or to request accommodations or exemptions

**Excused Absences:** If the following situations occur, an absence may be considered 'excused' provided the student notifies the instructor within 24 hours. Note that in most cases only one excused absence per term will be accepted. At the instructor's discretion, additional absences may incur a 20% deduction per absence from the student's final grade (to a maximum of 40% after which a "J" grade may be assigned). Any work missed as a result of an excused absence should be submitted within 48 hours of the absence. Excused absences that result in a "J" grade may also warrant removal from any associated Field Experience. Absences may be considered 'excused' for the following reasons:

- A valid medical reason. Supporting documentation must be included (see [Healthcare/Mental Healthcare Provider Approval](#) form).
  - Please note: if an absence is due to COVID-19, students must follow McGill protocols. More information on COVID-19 absence protocols can be found [HERE](#).
- Caregiving responsibilities that could not have been anticipated or planned (see [Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for Dependents](#))
- [observance of religious holy days](#)
- International students residing outside North American Time zones
- Connectivity/bandwidth issues
- Access issues to technologies required to attend class synchronously
- intercollegiate sports activities (must submit a signed copy of the [Intercollegiate Sport Event Accommodation form](#) at least two weeks in advance of the scheduled event/absence)
- a death in the immediate family

Students are responsible for any work missed as a result of an accommodation or exemption. Instructors have an obligation to accommodate those students who cannot attend live for a valid reason.

Instructors are encouraged to be flexible and accommodating during this period of remote course delivery. Instructors are also encouraged to provide alternative requirements/assignments/expectations for those students who are unable to attend any synchronous class components, for valid reasons.

**Unexcused absences:** Any absence that is not included among those listed above may be considered 'unexcused'. At the instructor's discretion, an unexcused absence may incur a 25% deduction from the student's final grade. A second unexcused absence may result in the awarding of a "J" (absent) grade for this course. Any work missed as a result of an unexcused absence will not be accepted and will therefore be assigned a grade of '0'. Unexcused absences that result in a "J" grade may also warrant removal from any associated Field Experience.

**Late arrival/early departure:** Late arrival or early departure from class of more than 10% of the in-class time (i.e. more than 15 minutes) may result in a 10% deduction per late arrival/early departure from the student's final grade. Any work missed will not be accepted and will therefore be assigned a grade of '0'. On the third late arrival/early departure, a "J" (absent) grade may be assigned for this course. Late arrival/early departure that result in a "J" grade may also warrant removal from any associated Field Experience.

*J: unexcused absence (failed); the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA. <https://www.mcgill.ca/dise/resources/teaching-dise/undergrading>*

## RECORDING CLASSES

Recording (audio and/or video) of fixed (synchronous) lectures is strongly encouraged to accommodate students who are unable to participate in those sessions for reasons such as time zone differences, inadequate internet bandwidth, inadequate computer access and caregiver responsibilities. Any recordings made available to students should be recorded within MyCourses. **All students** must consent to being recorded if they are attending a lecture or participating in a component of a course that is being recorded. Information specific to managing zoom recordings in MyCourses can be found [HERE](#). (If students present in the class do not agree to being recorded, they have the right to leave the class)The University suggests that instructors post the following notification in myCourses and remind students of it at the beginning of fixed sessions:

*I remind everyone of their responsibility in ensuring that this video and associated material are not reproduced or placed in the public domain. This means that each of you can use it for your educational (and research) purposes, but you cannot allow others to use it, by putting it up on the Internet or by giving it or selling it to others who may also copy it and make it available. Please refer to McGill's [Guidelines for Instructors and Students on Remote Teaching and Learning for further information](#). Thank you very much for your help with this.*