

## Syllabus Attendance and Participation Policy Examples

1. Missing five classes lowers your final course grade by 5% (approximately a half letter grade). Your final course grade will be lowered an additional 2% for each class missed over and above the first five. Arriving late counts as either  $\frac{1}{4}$  or  $\frac{1}{2}$  of a missed class. Missing a required class counts as 1.5 absences, missing the last day counts as two absences. Because you are given a leeway of five classes, doctor's notes and other excuses are not accepted for absences
  2. If you miss more than 25% of the classes for this course, you cannot receive a grade higher than C.
  3. There are no makeup for speeches and exams unless you demonstrate in advance (and I agree) that a significant life-event prevents you from attending class or if you have a documented emergency. The following are not acceptable excuses: scheduled flights or trips, scheduled non-emergency doctor appointments, job interviews, picking up relatives at the airport, chauffeuring a friend somewhere, etc. If you schedule something else during a class when you are to give a speech or take an exam, you will get a zero for that grade.
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Attendance and punctuality are basic requirements for an effective discussion and team based course. Beyond that, each person's frequency and quality of contribution to the class discussion will be assessed and reflected in the class participation score. If you cannot attend a class it is a courtesy to inform your group or team members and your professor in advance if possible. Excessive unexcused absence will result in my recommending that you withdraw from the course.

Bear in mind you are now in a professional school, and a member of a learning community. Thus you are expected to comport yourself as a professional person. For instance, be on time for class, do not leave the class while it is in progress for other than emergencies, turn off cell phones and personal computers, be respectful of others' viewpoints even if you disagree with them, and dress appropriately for a professional activity.

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You are expected to attend every class. You are allowed one unexcused absence without penalty. Each additional unexcused absence will be penalized as follows: *An unexcused absence = 3-point subtraction from final grade. (For example, if you have an 89 final average with 2 unexcused absences your final grade will be 83).* Four (4) or more unexcused absences will result in automatic failure for the course. If you experience life-altering circumstances and cannot attend class, seek advice from the SBS Advising Office about withdrawing from the course.

An absence is excused if:

- You are required to participate in an official Suffolk University activity (documentation required)
  - You are under a doctor's care (documentation required)
  - You are granted a leave of absence from Suffolk University for reasonable cause by an academic dean (documentation required)
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I take attendance. If I have begun class by the time you enter, you should make sure that I counted you as present by checking with me after class. More than two absences will affect your final grade by 2% per absence, with a maximum penalty of 10%. If you know that you will be absent due to illness or a family emergency, please let me know via email and we can set up a meeting to discuss what we covered during your absence.

I measure class participation based on the following criteria: arriving to class on time; paying attention during short lectures; attentive watching and listening to screenings of films, songs, or other media; respectful listening when I or your peers 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, I will take away participation points throughout the semester. Keep in mind you start the semester with ALL your points, so don't lose them! If you are distracting others in your lack of participation, you will hear from me via email or in a short face-to-face conference before or after class.