

Student Attendance & Class Participation Expectations

In Corporate & Continuing Education at NAIT, learning new academic, technical, and professional skills are the primary goals for students. Therefore, attending in-person or online classes - to acquire the necessary knowledge and skills - is essential for students to achieve their goals and grow personally, academically, and professionally. Research shows a strong positive correlation between learning and class attendance. Class attendance includes being physically present in the classroom or virtually present in an online environment AND active participation during classes.

Regular student attendance is a core component of creating an environment where students can succeed academically, develop skills, and build a strong sense of community. While the creation of this environment requires responsibility to be accepted by NAIT and its instructors, there is also a responsibility to be accepted by the students.

Student Attendance	
1. Instructional Sessions (All Delivery Modes)	<p>100% attendance expected. *Exceptions apply, see sections 2, 3, 4, 5 below.</p> <p>During scheduled class times, students are expected to:</p> <ul style="list-style-type: none"> -be on time for class start and stay until the end -turn off/put away technology not being used for instruction, that could be a distraction (phones, other computers, tablets) -engage and contribute to group discussions -identify with the instructor, at the beginning of the course, any accommodations needed, and seek out support through NAIT Learning Services -For asynchronous (remote on demand) online courses, students are expected to engage and contribute to group online learning activities, follow the prescribed course schedule, hand in assignments on time, and complete all reading and course activities. <p>Unexpected Conflicts</p> <p>If a student is unable to attend classes due to illness or unexpected circumstances, they must notify the instructor (in advance if possible). Students are then responsible for obtaining and learning course material covered during their absence from classes.</p> <p>Note: Students should choose courses with class times that work with their employment and personal commitments, and arrange medical/dental appointments, job interviews, full or part-time employment, child care and any other personal commitments around their course schedule, as students will not generally be excused from class for such activities.</p>
2. Student Assessment Responsibilities	<p>100% attendance required for assessments. Assessments include scheduled Quizzes, Exams, Oral Presentations, Skill Demonstrations, and Practical Evaluations.</p> <p>Note: If a student misses a scheduled assessment without making alternate arrangements beforehand, then the student will earn zero for that assessment item. In cases where a deferral may be possible, an application for a deferral must be made, and program approval must first be granted.</p>
3. In Person Labs, Field Trips	<ol style="list-style-type: none"> 1. While 100% attendance is expected, a minimum of 80% attendance is required, unless a particular lab or field trip is identified as mandatory in which case 100% attendance is required. 2. Unexcused absence from these mandatory lab sessions and/or field trips will result in an incomplete for the course and must be completed before the class end date. If a student is unable to attend a mandatory lab or field trip due to illness, hospitalization, bereavement or subpoena, the instructor must be informed prior to the event where possible. Immediately upon return to classes, the student should meet with the instructor to determine how the absence will be dealt with.

4. Exceptions	<ol style="list-style-type: none"> 1. If the course is offered and delivered in partnership with a third-party entity (college of practice, certification organization, professional governing body, etc.), then the attendance requirements stipulated by the third party will supersede NAIT's Attendance expectations as described above. In many cases the third-party student attendance expectation will be 100% for students to meet requirements for certification eligibility. Please refer to the course information provided by NAIT to understand any third-party attendance policies. 2. Corporate class attendance expectations are not contained herein.
5. Not Meeting Attendance Expectations: Result	<ol style="list-style-type: none"> 3. If a missed session is governed by a third party and external attendance policies, a pass cannot be granted if a mandatory session was missed. 4. The student may be able to access NAIT services to support regular attendance (https://learningservices.nait.ca/ltc_ls) 5. If irregular attendance persists, the student may not receive a passing grade in the course.

Online Class Participation & Cameras

Being on time and engaged in online classes helps to establish a connection with your teacher and classmates. This makes your learning experience more interactive and dynamic. Using your camera, mic, and text chat to participate during classes will also assist with these goals. Communication is often more than verbal; nonverbal cues such as facial expressions and body language can play a significant role in communication and comprehension. Generally, it is important to turn your camera on during virtual classes. There are, of course, some exceptions when turning on your camera may not be possible or practical, such as having technical difficulties or being in a location that you cannot share. In these cases, it is important to develop the good habit of communicating with your instructor and explaining the situation.

Online Class Recordings

Recording online classes can be a valuable tool to enhance the learning experience and it can facilitate access to course materials and promote student success; it cannot replace the learning experience. Recording online classes is not meant to replace attendance. The purpose of recording online classes is to provide student support after the class has been conducted. Support could include:

- Reviewing the material covered for clarity.
- Referencing the material to practice problems/scenarios/situations assigned by the instructor.
- As a resource to catch up on a missed class as an exception, provided the student's attendance is falling within the attendance expectations as outlined above.
- In certain programs, recorded lessons offer more exposure to the materials and serve as opportunities for more practice.

While class recordings are recommended, instructors can use discretion whether to record online classes.

Reasons for not recording could include:

- When class materials covered are confidential or where students are disclosing personal, professional, or vulnerable details; or
- When students are asked to participate in exercises (such as sensitive role-play or a formal presentation) where recording them may make them feel uncomfortable. In this case, the goal is to maximize creating a trusting, safe environment for students where they are comfortable attempting, failing, learning, and discussing the experiences openly.

Note:

- Summative exam sessions may be recorded but will not be posted.
- Only instructors can turn on recording.
- Students must adhere to NAIT's policies on students' rights and responsibilities pertaining to the use and misuse of recordings.