**COURSE POLICIES: PHOE 140**

**Course Attendance:**

Frequent absences make it hard to keep up with course material, especially in such a fast-paced program. Since later courses build on the material in earlier ones, excessive absences in one course can cause difficulty throughout the entire program. In addition, regular attendance develops appropriate workplace habits that will be vital in your future employment. Missing lab work is especially to be avoided since it may affect your lab partners and it may be difficult to arrange time for make-ups of the missed work.

Because of this, the instructor may limit the amount of missed lab work to be excused, or may place a limit on the number of absences that are allowed. On occasion an absence may be unavoidable due to emergencies, but excessive absences may lead to your failure of the course and possibly removal from the program.

In your professional career, you will need to arrive at work on time every day and to keep your employer informed of unavoidable absences. Similarly, maintaining communication with your instructors is vital to success in this program. If an absence or tardiness is unavoidable, let the instructor know you will not be present, and immediately make arrangements to make up any work that was missed.

**Failure or withdrawal from a course:**

If for any reason a student fails or withdraws from a course but wishes to continue in the program, the student will need to retake the course the following year, at their own expense. Any other courses for which the missed course is a prerequisite cannot be taken until that course has been successfully completed. Only in extreme and unusual cases would a waiver of the prerequisites be issued.

**Honor Code:** It is expected that you will adhere to the Academic Honor Codes and Academic

Integrity Policies both of xxx College **–Insert link to college policies here--**. Violations of these

policies may result in sanctions determined by the instructor, and possibly of referral to the

appropriate authorities for further sanctions. In particular, plagiarism or other cheating on tests or lab reports may result in a grade of zero for that assignment; multiple instances of such cheating will result in failure of the course.

**Students with disabilities:** xxx College is committed to providing all students equal access to learning opportunities. **Insert information about the college’s office of disability services here.**

**Recording of classes and presentations:** Recording, either by the instructor or by students, of any classes, presentations, or anything else that includes other people will only be allowed if everyone appearing in the recording has given clear consent. When in doubt, seek more detailed guidance from the instructor.

**Other policies:**

No information about grades may be posted publicly. For current updates on your grades, speak to the instructor directly or check Blackboard. No grade information can be sent by e-mail unless the student has given explicit written approval.

Cellphones should be switched off in class. Texting and other potentially distracting activities should also be kept to a minimum. Cellphones should be out of sight during any quizzes and tests. Students should be dressed in comfortable casual clothing suitable for a video call.

Keep in mind that any material from other people that is quoted in reports or presentations should be clearly attributed to their original source in order to avoid plagiarism and copyright violations. Guidance on the use of quotes, excerpts, and outside data can be found at: **Provide link to college library’s copyright information policies here**.

**GUIDANCE ON RECORDING IN THE LIVE AND VIRTUAL CLASSROOMS**

In order to provide consolidated guidance on recording of material and activities in BSU classrooms and/or during University sponsored activities, please see this guidance on permissions and requirements. It is important to note that consent to record must be received in most cases according to Massachusetts law (MA General Laws Part IV, Title I, Chapter 272, Section 99). Exceptions are listed here as part of this guidance document. Thank you for your support in making the classroom experience productive, safe, and accommodating for all participants.

**Permission to Record**

If the student does not have a Letter of Accommodation granting the audio recording of lectures, then recording is at the professor’s discretion with notification of other parties being recorded (pursuant to Massachusetts law). Students must ask and receive permission prior to recording with any device. Faculty may notify participants of their intention to record using existing prompts sent automatically to all participants by recording technology platform.

**Recording with Blackboard Collaborate Ultra (Instructor: Omit this section if not relevant)**

Blackboard Collaborate Ultra provides instructors with a web-conferencing tool for conducting synchronous lectures and discussions with their classes. Instructors can share an audio and video feed using a webcam, conduct instant polls with students, share their desktop or a software application to teach students about a particular topic, and record class sessions for students to review on their own at a later time.

Instructors can designate students with presenter role, allowing students to perform live presentations with slideshows for the class. Instructors have control over initiating and ending a session recording; students cannot record class sessions in the presenter or participant roles. When a session recording is initiated, all members of the Collaborate Ultra room are notified.

**Students with ADA Letters of Accommodation**

If the student has a Letter of Accommodation granting the audio recording of lectures, however, the recording must be permitted. An exception would be only when the Professor asks all students to discontinue taking notes. The function of the recording is essentially to facilitate note taking for the student. For example, students may be in a discussion that elicits the sharing of personal information. The professor may guide the class to discontinue notetaking and recording to protect student anonymity. This would be an appropriate time to limit the recording of course content for all students.

Two-party consent laws do not override the ADA’s reasonable accommodation requirements. The Disability Resources Office consents to the recording through the Letter of Accommodation and the professor is notified that the class will be recorded. The professor should NOT announce it to the class, as they would not announce any other specific accommodation, but they could add a general accessibility statement to their syllabus if they felt particularly compelled to:

“This course may be audio recorded as an accommodation under ADA/504 laws, but only with permission from the Office of Disability Resources and notice to instructor(s).”

In regard to intellectual property rights, the instructor’s right to privacy or copyright does not override the students right to accommodation. However, students are required to delete all recordings at the end of the semester and notified recordings are only for their personal use. These expectations are communicated in writing to the student on their Letter of Accommodation.

For assistance navigating the topic of recording in the context of an approved accommodation, please contact **Insert link or phone number for college’s office of disability services.**