

## AQ Attendance & Participation Expectations

All candidates enrolled in an A(B)Q or PQP course for OCT recognition or in a course for a YUFE certification of completion are expected to attend any and all scheduled synchronous classes and to participate regularly, actively and thoughtfully in all virtual/online components.

### Specific to course-delivery model, all candidates will:

- Attend any and all facilitated classes, arriving punctually and participating until the end of class.
- Acknowledge that late arrival or early departure from any facilitated classes is a form of absence.
- Notify the IL prior to any necessary online absence, or as soon as possible.
- Make up work missed during a necessary absence to represent the hours missed.
- Acknowledge that more than two absences result in engagement by the IL and the York Professional Learning Director, who will jointly determine whether the candidate's success is in jeopardy.
- Acknowledge that one facilitated class absence in a compressed summer course will similarly engage YUFE personnel in determining the candidate's status in the course.
- **Be online at least every second day; in a summer course, every weekday.**
- Meet all Learning Block and project due dates outlined by the IL.
- Engage with course content, peers and IL frequently according to the course calendar.
- Contribute to your and others' learning by considering and providing timely feedback.
- Engage professionally in discussion forums, interactions, and networking.
- Strive to build upon/query/make connections/draw parallels when responding to colleagues' work.
- Practise online 'Netiquette', e.g., by posting succinct, constructive, friendly comments.
- Respect the views of others.
- Contextualize online posts by referring directly to the Activity undertaken or to the posted comment being addressed.

## Attendance & Participation: Special Circumstances

### Deferrals/Incompletes

Deferral of assigned work is considered only under extenuating circumstances. Incomplete work and/or poor attendance will lead to a Not Recommended listing.

### Inclement Weather

If in-person classes are cancelled as a result of inclement weather, candidates will be notified via Moodle and/or e-mail. The classes missed must be made up through assigned work.

### Strike or Work-to-Rule Conditions

In the event of an education strike or work to rule, every attempt will be made to continue the course as scheduled. If classes cannot proceed, information will be communicated to candidates as soon as possible. In the case of a labour action, extensions to research projects may be offered to those candidates affected.