

Municipal and County Administration

Participation, Attendance, and Equipment Requirements

Attendance

- Participants may miss no more than 20% of class (approximately 22 hours).
 - You may use your 20% absence allowance at your discretion. For example, planned and unplanned meetings, calls, conferences, vacations, sudden illness, appointments, or other commitments.
 - This attendance requirement includes the two in-person December and April sessions.
 - Participants are responsible for managing and tracking their own attendance to ensure they remain within the allowable limit. We will tabulate at the end of the program.
 - Attendance tracking process will be discussed on the first day of class during orientation.

Participation

- Complete all outside assignments on time:
 - including small group work and pre-class assignments.
- Actively participate in class:
 - by engaging in class chat or discussion.
 - keeping video on.
 - participating actively in breakout groups.
- If you need to step out of class for a meeting or appointment, you should log off and when you are able to return to class, re-join.
- Have access to your email if you are attending class outside the office so you can receive Zoom, Canvas and other class-related communications (e.g., password resets, notifications).
- Have a smartphone to scan QR codes for various class exercises.
- Have a Zoom account in your name.
- Have the Zoom Desktop downloaded on your computer.

Equipment and Zoom Requirements

To support accurate attendance tracking and full participation, the following are required:

- Equipment
 - A computer equipped with the following is required:
 - A working camera (for engagement and breakout sessions).
 - Speakers (to hear instruction).
 - A microphone (to participate).

- Zoom Desktop App (Required for Participation & Attendance Verification)
 - Class sessions must be accessed using the **Zoom Desktop App**.
 - The mobile app and browser versions do not support all attendance and participation features and may prevent accurate attendance tracking.
 - Participants who join through unsupported platforms (i.e. mobile app or browser) may not receive attendance credit.
 - Download the desktop app here: <https://zoom.us/download>.
- Zoom Account in your First and Last Name (Required for Attendance Credit)
 - You must have a **Zoom account in your own first and last name**.
 - Attendance cannot be verified unless your Zoom account is in your full name.
 - Zoom accounts are free to create: <https://zoom.us/signup>.
 - **Not acceptable:** Manager@townofchapelhill.com.
 - **Acceptable:** Susan Hutchinson.
 - Adding your unit to your Zoom account name is optional but highly recommended (John Smith-Chapel Hill or Susan Hutchinson-Lenior County).

If you have questions regarding this policy, please contact Susan Hutchinson or Rebecca Badgett at hutchinson@sog.unc.edu or rbadgett@sog.unc.edu.