Municipal and County Administration
Requirements for Program Completion

Participation Policy

- Participation is a requirement to receive program credit.
  - In addition to live sessions, there are pre-recorded video lectures, exercises, reading, and quizzes required to be completed *prior* to the relevant sessions.
  - Participate and contribute to class discussions, breakout groups, and complete all assignments as required.
  - Logging your attendance when prompted during sessions is part of participation.

Attendance Policy

- There is an in-class attendance requirement for program credit.
- Attendance is taken with digital prompts launched randomly during sessions that you scan with your phone or camera enabled device to log-in.
  - Work with your boss, colleagues, co-workers, committee members, friends, and family to schedule appointments and meetings outside of class time. This will ensure your presence to log your attendance when prompted in class.
  - There are *no* make-up options for missed attendance prompts.
- Absence allowance is 20% which is the equivalent of 5 class days.
  - We recommend logging your absences on your agenda to monitor absence allowance. Attendance is not tabulated until the end of the program.

Equipment Required

- A computer to access electronic materials and your email for notifications.
- A smartphone (or a camera equipped device) to scan the attendance prompt each day.
  - The classroom is equipped with outlets and complimentary Wi-fi.

Should you have questions regarding this policy, please contact Susan Hutchinson, at hutchinson@sog.unc.edu or allison@sog.unc.edu.