

Municipal and County Administration Attendance/Participation Policy

Expectations:

- **Participation**

MCA attendees are expected to participate fully in class. This means being on time, having your camera on, interacting with the class and instructors during sessions, using chat, asking questions, participating in small group discussions and breakout sessions, completing required assignments/quizzes/homework by the deadlines, and logging off Zoom at the end of class. Lack of participation may result in not receiving credit for that session.

*With the rare exception of a true medical emergency or extenuating circumstances **approved in advance**, students are expected to fully participate (see above paragraph) in all virtual sessions. You must contact the course program manager **before** deciding to miss any portion of a class.*

- *Work/personal meetings/appointments are **not** “extenuating circumstances”.*
- *If you have your camera off for more than a few minutes, let the program manager know.*
- *You are responsible for all pre-work, quizzes, and other assignments whether you participate in a session or not.*
- *There are no make up sessions, so choose carefully when deciding not to participate in class.*
- *Participation is required 80% of the live sessions, all quizzes and assignments must be completed by the deadlines in order to successfully complete MCA and to graduate.*

- **Equipment/Zoom**

You will need to have a computer with a camera, speakers as well as microphone in order to attend the program. (smartphones or tablets will not work for this class due to the class interaction requirements)

You are required to have a Zoom account (basic is fine), and also required to have the Zoom application downloaded to your device.

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