

## Municipal and County Administration Class Attendance/Participation Policy

### Expectations:

- **Participate fully in all virtual sessions**  
*Participants are expected to interact with the class and instructors, participate in small group discussions, use the chat function, and complete any required assignments on time. Simply logging into Zoom for the live sessions, without more, does not constitute full participation. You will need to “attend” class from a computer that has speakers to hear, a microphone to speak, and a camera to interact. Smart phones or tablets will not work well for a class this interactive.*
- **Equipment/Zoom**  
*To participate in class, you will need a desktop or laptop computer (not a tablet or smartphone) equipped with speakers to hear, a microphone to speak, and a camera to interact. Smart phones or tablets will not work well for a class this interactive. You will need to have a Zoom account. You will also need to have Zoom downloaded to your computer.*
- **Cameras**  
*We highly recommend keeping your camera on during class so you can see and interact with classmates and instructors. We understand that you may need to turn your camera off briefly from time to time, but otherwise request you leave it on. If you do need to turn your camera off at any point, please let the Program Manager know. Otherwise, it is expected that your camera will be on.*
- **Complete pre-work, quizzes, and other assignments**
  - *Pre-work will be assigned during the week prior to our live sessions and consist of pre-recorded videos, readings, discussion questions, or a combination. Plan to spend 1-3 hours on pre-work.*
  - *Quizzes will be given at the end of every month to complete within a specific period of time.*
- **Attendance**  
*With the rare exception of a true medical emergency or extenuating circumstances **approved in advance**, students are expected to attend/participate 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” under this Policy.*
  - *Your successful completion of the program will be affected once you miss 18 hours (6 classes).*
  - *You are still responsible for pre-work, quizzes, and other assignments related to a missed session.*
  - *There are no make up sessions, so choose carefully when deciding whether to miss a class or not.*
  - *No matter the reason, once you miss the maximum allowed in the program, your completion of the course will most likely be affected (maximum of 18 hours or 6 classes).*

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### **Managing Time Around Class Sessions**

*We get it; colleagues/family just have one quick question. These can be disrupting if you are in the middle of class. And with 30 classes, it's helpful to set those expectations at the beginning. Based on feedback from other virtual participants, we've compiled a list of helpful tips for setting expectations.*

- *We purposefully scheduled class in the morning to keep your afternoon and 3 full days during class weeks so you can manage both work and your professional development in MCA. Get in the habit of asking folks to come back after 12:30.*
- *Check your calendar now and re-schedule any personal or work appointments to another time. (You have approximately 16 mornings and 20 whole days a month to reschedule appointments or meetings and avoid interruptions during class).*
- *Block your calendar on class dates as attending "Municipal and County Administration at the UNC School of Government" and "Busy" so your colleagues and external stakeholders are aware of your schedule. Treat virtual course offerings as if you are actually out of the office as you would be if the course were physically at the School of Government.*
- *Don't accept meetings that conflict with class, or if needed, arrange for someone else to attend the meeting for you.*
- *Turn your email out of office message on and/or keep your e-mail closed during class sessions. Check e-mail at the breaks or after class.*
- *Use your phone's DND function so you are not interrupted.*
- *Let your supervisor/colleagues or family know you will be unavailable until after 12:30 pm each course day. Put the class schedule on your door. Close your door and post a notice stating you are in class until 12:30pm on class days, similar to what you might do if you are in a meeting or conference call.*
- *Be sure your Zoom window is visible and your chat is open so you can respond in chat and see the slides.*

Should you have questions regarding this policy, please contact Susan Hutchinson, at [hutchinson@sog.unc.edu](mailto:hutchinson@sog.unc.edu) or Greg Allison at [allison@sog.unc.edu](mailto:allison@sog.unc.edu)