

Example 1.

ATTENDANCE AND ABSENCES

I manage the classroom as a professional work environment laboratory; that is, I strive to create a real-world environment, mirroring an office setting where professionalism at every level is of the utmost importance. Because showing up to work on time, daily, is important, for our class I will promptly take roll at the beginning of each class period. If you come to class after I have called roll and marked you absent, you are still absent, which means you have missed a day of work.

Students are expected to attend every class, complete the required assignments before every session, bring the assigned texts and materials to class, and participate in class discussion. You are allowed **four (4) absences** from the class without penalty. **After four (4) absences, I will drop your final grade in the class by one letter grade and so on for each subsequent absence.**

For instance, if you are earning an A in the course and you miss a fifth class, you will earn no greater than a B in the course. Your sixth absence also results in a letter grade drop, the 7th absence, etc. Keep in mind that with planned [REDACTED] College campus holidays, and my absence for a conference in February, you will have ample outside of class time to take a deep breath. Use your time well – come to class!

"I simply kept my goal in mind and persisted. Persistence is a large part of writing." – N. Scott Momaday

6

Note: I do not need to hear from you if you will miss class and it **will not be possible** to arrange make-up assignments for due dates or in-class activities/required participation/presentations that you miss.

Example 2.

Attendance

Regular attendance and participation are expected. This includes arriving before the hour (or half-hour) so that you are ready to begin on the hour (or half-hour). Each unexcused absence will lower your grade 1/3 of a letter grade (for example, lowering an A- to a B+); each late arrival 1/6. (Note: Although rare, extreme cases of non-participation may result in a course grade of **NE**, expulsion from the class, and possible disciplinary action by the Conservatory and/or the College.)

Example 3.

Attendance: Attending class is one of the best ways to gain the knowledge and develop the discussion and critical thinking skills that are important to your success and enjoyment of this course. I will also be explaining the standards for excellent work in class, so by attending class you will be able to ask me about these standards and potentially even influence them. For these reasons, it will be to your advantage to come to class on a regular basis.

From my perspective and the perspective of your fellow classmates, it is important that everyone attends class because the discussion will include a wider range of perspectives and ideas. However, I know that sometimes you may get sick or have other reasons that you cannot attend class on a given day. To strike a compromise, I will take attendance on a daily basis and you will be allowed to miss 3 classes without penalty. However, for each class that you miss after the 3rd class, 5% will be deducted from your final grade in the course. In other words, if you have a 94% in the class based on your exam scores, homework and writing assignments, but you missed 4 classes over the semester, 5% will be deducted and you will receive an 89% in the class which is a B.

<https://www.cmu.edu/teaching/designteach/syllabus/samples/Popular%20Myths%20Syllabus.pdf>

Example 4.

Some Samples of Syllabus Language

The following are examples of language faculty have used in syllabus attendance policies:

- *The knowledge and skills you will gain in this course highly depend on your participation in class learning activities. Because of that, I expect you to attend all class sessions unless you are ill or have a valid reason for missing. I plan to track class attendance to help me understand how and when students are engaging in the course. If you are ill or have another valid reason for missing, please contact me by email in advance of the absence.*
- *This is a conversation class, which means a major part of the work of the class comes from our discussions. The texts are not the class! Attendance at all sessions is important. You may miss up to three sessions for any reason with no penalty. Beyond these three, each absence will lower your grade by three points unless we've come to an agreement in advance (regarding medical concerns, for example.) You'll be responsible for making up missed work and material for any missed class by liaising with your peers.*
- *If you are having any difficulties meeting the requirements for the course and are thinking about dropping, please reach out to me. I would like to have the chance to hear about what you are struggling with to see if there is a way to help you meet the outcomes of the course.*

<https://www.colorado.edu/center/teaching-learning/teaching-resources/attendance-policies>