*MSUM Attendance Policy:*

Students are expected to attend all class meetings unless they are ill or officially excused as the result of participation in a university function. However, faculty members may or may not take roll in their classes, and they may or may not lower the marks of students for the sole reason of unexcused absences.

*As a point of clarification, if a student has an unexcused absence for a class session during which an examination or other graded exercise is scheduled and the student has more unexcused absences than the number of times the class meets each week, this policy permits the faculty member to reduce the student’s grade for the sole reason of the unexcused absences and for failure to complete the graded assignment.*

Class attendance and participation are assumed and expected. Class participation means coming to class prepared to discuss the readings assigned for that day, being actively involved in class discussions, exercises, and role-plays. In addition, short reflective writing exercises may be conducted at the beginning of class to allow you to demonstrate your understanding of key concepts from assigned readings. These writing exercises will be included in the computation of your class participation grade.

Beginning on the second class period, students will receive participation points for classes based on participation in class discussions and exercises. Students are expected to engage both the instructor and other students with questions and comments, and to take personal responsibility for the learning with questions and comments, and for the learning process.

Participation points will be assigned based on:

*Absent = 0 Points*

*No Participation = 1 Point*

Minimal Participation = 2 Points

*Moderate Participation = 3 Points*

*Substantial Participation = 4 Points*

**NOTE:** In accordance with University policy, I reserve the right to drop a student’s grade for absences and failure to complete graded assignments.  Because Social Work is a professional program, attendance in the practice courses is critical; therefore, three excused absences will result in your participation grade being lowered up to one full letter grade. **Three or more unexcused absences or four total absences will result in a failed grade for the course.** An absence in any of the last several weeks of the semester when videotapes are being viewed will count as two absences.

**Flood Statement Addendum**  
Spring flooding in the Red River Valley can be challenging. Often floods require sandbagging and levee building, even temporary evacuation. A spring flood emergency may require us to adjust our class schedule, alter our instructional delivery, work independently, and perhaps make special accommodations for students in extraordinary situations. To be notified of any emergency, I strongly encourage each of you to enroll in the E2Campus emergency notification system (<http://www.mnstate.edu/security/> ) which will notify students about class cancellations and other emergency related information. Should a significant flood emergency occur that interrupts university processes, we will proceed with instruction to the extent possible. I will contact you via a class listserv to coordinate coursework; and you can contact me via email about questions. In an emergency, we may temporarily need to work independently.  My goal is to continue our learning of course materials as much as possible and prepare you for licensed generalist social work.