

## Online Class Participation Policy

The Gould Construction Institute expects students attending online classes to participate actively throughout the scheduled class times to promote a meaningful and engaging learning experience. To earn full credit for an online class, the student must make substantive contributions to the online discussion, as determined by the instructor.

### Attendance Policy: Online Class Attendance:

Online lectures are scheduled Monday & Wednesday for three (3) hours, or Tuesday & Thursday for three (3) hours. You will be notified of the night and times of your class. Attendance is recorded at the beginning of each class and before dismissing the class. All class sessions will be recorded. An invitation will be sent to join the webinar - click on the link and follow the prompts. Students will be muted, but the instructor can unmute those who have questions. Students can also write the questions or comments in the dialog box, which can be read by the instructor.

### Before the Course Starts:

1. Students are highly encouraged to use a laptop, computer, or tablet with a keyboard and should have a strong internet connection.
2. Select a distraction-free area for the class meeting and notify others around you that you will be unavailable during class time. You should ensure that others, especially children, do not “photobomb” the class session. Think of the space as a “virtual classroom.”
3. Other considerations include:
  - a. Turn off any other devices, including your phone, during the class.
  - b. Check equipment in advance to troubleshoot possible issues.
  - c. Have your textbooks, notebook, scratch paper, and pen or pencil handy.

### During and After the Class:

1. Be ready to join the class on time.
2. Make sure you enter your full name when you login and log off the class meeting.
3. Arriving more than 10 minutes late at the beginning of class, leaving 10 minutes early at the end of class, or being late to or from breaks or lunch will be documented as tardy. Two tardiness equals one absence. Missing more than a total of 30 minutes of class time, on any day, will be considered an absence. The student will then be required to repeat the entire class.
4. The class can have one, twenty-minute dinner break.
5. Students must wear proper clothing (pants, shirts) for each class meeting:
  - a. Dress Code: All students must attend all class meetings, including make-up days, in approved clothes. Pants and sleeved shirts are required. Inappropriate or offensive writings or graphics on clothing will not be tolerated. Any student not properly dressed will be asked to leave the virtual class or change their clothing immediately. If the student cannot return within 10 minutes dressed properly, they will not be given credit for the class. Failure to adhere to the dress code will be cause for the instructor(s) to dismiss the student(s) and notify the ABC Staff.
6. The student’s face must remain in camera view at all times.

7. Students are **not** allowed to make or receive cell phone calls during scheduled class times. If you have an emergency or other family problem, inform your instructor at the beginning of class. If an unexpected emergency happens during class, notify your instructor through the written dialog box.
8. Students are not permitted to sleep during scheduled class time. Sleeping during class will be counted as a tardy and could result in you being removed from class, resulting in repeating the class.
9. Eating during the class session is not allowed. However, non-alcohol drinks are permitted.
10. DO NOT ATTEND CLASS WHILE DRIVING. You must be stationary.
11. Instructor has discretion to remove student from class.

**\*Any questions or comments about these rules can be addressed to the Education Director – Diane Craven\*\***  
**\*\* Any technical difficulties must be reported to the instructor immediately\*\***