



School of Health and Public Safety Attendance Guideline Effective July 1, 2015

This document presents the School of Health and Public Safety's guideline related to attendance. Please refer to individual course outlines for details regarding specific practicum attendance requirements.

Definitions

Gradable Components are those course components, which are given a grade for an individual assessment and may include (but are not limited to): labs, projects exams, presentations, simulations, reports and workplace experiential learning. (SAIT's AC 3.1.1 Academic Grading and Progression Procedure)

Excused Absences include illness, court appearances or bereavement, which will be assessed on a case-by-case basis by the Academic Chair. Emergencies or death in the immediate family require contact with the Academic Chair as soon as possible upon receipt of the information.

Immediate family members include siblings, parents and grandparents. For additional details, refer to SAIT's AC 3.8.1 Attendance Procedure.

Disruptive Behaviour Relating to Attendance includes behaviour which interrupts, obstructs or inhibits the teaching and learning process such as, but not limited to, not planning travel arrangements to arrive on time, or taking extended coffee or lunch breaks, and leaving early as examples. This can be avoided by planning suitable travel arrangements, being compliant with schedules or assignments, consistently arriving early, and/or avoiding prolonged coffee or lunch breaks. (Health Quality Council of Alberta. [March 2013]. *Managing disruptive behaviour in the healthcare workplace*. Calgary, AB: Author.)

Accumulated Absences are documented absences which have been accumulated over the duration of a course.

Workplace Experiential Learning includes "A course, or a portion of a course, requiring students to participate in a supervised workplace experiential learning, directed field study, internship, cooperative, or cooperative work term course that is related to their program of study or training." (SAIT's AC.2.16.1 Workplace Experiential Learning).

Attendance Expectations

Students in the School of Health and Public Safety are expected to achieve 100% attendance for scheduled classes and to participate in any learning activities on a regular basis. There is a positive correlation between attendance, participation and grades. Failure to keep up with course work or repetitive and cumulative absences will result in a formal review of the student's progress. A successful, well-rounded and job-ready Allied Health graduate must demonstrate the necessary knowledge, skills and abilities while attending both SAIT and workplace learning experiences.



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The School of Health and Public Safety (HPS) expects students to:

- Attend all gradable components up to, and including, the last day of the final exam week.
- Arrive early and be prepared for all gradable components.
- Act as a responsible leader by modelling professional attendance behaviour and being accountable for personal actions.
- Communicate and document any current and/or upcoming personal disruptions as early as possible to his/her instructor, preceptors and/or Academic Chair.
- Contact instructor(s) on the first day of return to the program after an absence to make arrangements for missed time, if allowed.
- Schedule personal appointments outside of program schedules when possible.
- Complete the SAIT HPS physician form when requesting a deferred gradable course component and submit the form to the Academic Chair.
- Discuss and ensure any changes to a course or workplace schedule are approved by the SAIT instructor and/or Academic Chair.
- Schedule a meeting with the Academic Chair to discuss any extended illness or medical leaves, accessibility requirements, or accumulated absences or chronic lateness.

Consequences

The School of HPS understands there are recognized excused absences. These must be communicated to, and approved by, the Academic Chair. Consequences for absences that are not excused and/or are considered to be disruptive behaviour for a gradable component may result in a zero grade for that component or a rescheduled or terminated workplace experience (SAIT's AC.3.3.1 Invigilation and Security of Examinations Procedure).

Absences will be tracked and accumulated throughout the duration of a course. In order for the student to be successful in the workplace placement, he or she should continue to demonstrate attendance expectations at the placement. The student can prevent a possible rescheduling or termination of a placement by demonstrating attendance expectations and avoiding disruptive behaviour which could potentially result in risks to safety and patient care or others.

In the event that a placement has been delayed or terminated due to disruptive behaviour, the School will try, within reason, to reschedule the placement, but placements are limited and not guaranteed.

If an extension is required and a placement has been approved, a temporary "Incomplete" or "I" grade may be given for the course. As outlined in SAIT's AC.3.1.1 Grading and Progression procedure, any "Incomplete" grades must be cleared within 8 weeks from the end of the course, or the grade reverts to "Fail." An extension to a practicum course must be completed within the 8-week period. If the course is a prerequisite, the Academic Chair must approve the student's registration in the subsequent course(s) in order for the student to progress on to the next course.

It is important to understand that students who must return to complete the workplace experience may be required to wait for some time until there is a next available workplace experience.



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Process for Excused Absences Approval/Review

Each potential excused absence will be assessed by the instructor and/or Academic Chair:

- * Requesting a physician's form or documentation from the student before making alternate arrangements.
- * Determining if a student's absence from a scheduled gradable component shall be excused or marked as a zero.

Students must understand that their decision not to attend a gradable component may have a consequence on completing the course which is a choice to be successful in the program. SAIT's Academic Procedure 3.8.1 Attendance Requirements Procedure outlines that each program and/or course may have further requirements in addition to the general SAIT expectations. The student's conduct shall be consistent with the standards of the profession, the SAIT program, the experiential workplace agreement, and the policies of both the workplace site and SAIT. This conduct is necessary to be successful in the program and as a professional.

References in Academic Policies

AC.2.16 Workplace Experiential Learning Procedure

AC.3.1.1 Grading and Progression Procedure

AC.3.18.1 Challenge Examinations Procedure

AC.3.2 Course Deficiencies Policy

AC.3.2.1 Course Deficiencies Procedure

AC.3.3.1 Invigilation and Security of Examinations Procedure

AC.3.3.2 Distance Education Invigilation and Security of Examinations Procedure

AC.3.4.1 Student Code of Conduct Policy

AC.3.8.1 Attendance Requirements Procedure

Health Quality Council of Alberta. (March 2013). *Managing disruptive behavior in the healthcare workplace*. Calgary, AB: Author.