

Student Guidelines

School of Information and Communications Technologies

Last updated: May 10, 2019

Welcome to the **School of Information and Communications Technologies**! This document outlines expectations for student conduct in our programs. The information here supplements the [SAIT Academic Student policies and procedures](#) accessible on the SAIT website.

Individual programs and courses may have additional expectations. Please refer to any supplementary documents noted in course outlines on Brightspace.

Attendance and Punctuality

- a) Research shows a strong correlation between student attendance and academic performance. To ensure the best learning opportunity for all members in a class, students are expected to attend and participate in classes and labs.
- b) Instructors may record attendance, especially when absenteeism is a repeat behaviour.
- c) Students are responsible for material they were absent for. Instructors will not re-teach material covered during a student's absence.
- d) Students shall notify instructors of planned absences before start of classes and make appropriate arrangements. Refer to [Academic Policy 3.8.1](#) regarding absences from gradeable course assessments.
- e) Classes may involve equipment and activities where safety orientations are necessary to ensure a safe learning environment. Instructors may refuse to admit students to classes and labs if they did not attend safety orientations.

Professional Communication and Conduct

- a) Students are expected to behave and communicate in a professional and respectful manner that is aligned to industry standards and SAIT's [FIRST principles](#).
- b) A portion of the grade for assignments, labs, and courses may be devoted to assessing communication and conduct. Student work may be evaluated for professionalism in addition to accuracy and quality.

Assignments and Activities

- a) Unless otherwise stated, all assignments are individual submissions.
- b) Assignments must be original work of the student(s). Any content that is not original work of the student(s) must be cited, including computer code, images, and work previously submitted by the student(s).
- c) Late assignments shall be accepted at instructor discretion. Students shall communicate with their instructor about late submissions prior to the due date.
- d) Assignments not completed due to an unexcused absence may be assigned a grade of 0.

Work-integrated Learning

- a) Our school seeks to create opportunities for students to simulate working in industry. How well student(s) communicate, manage conflict, demonstrate creativity, and collaborate is equally important to the quality and accuracy of the assigned work. These, and related criteria, may be assessable components of courses.

Accommodations

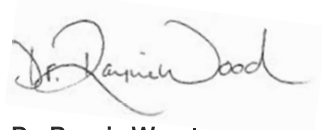
- a) Please refer to [Accessibility Services](#) for information on accommodation policy.
- b) Students with an accommodation letter from Accessibility Services are responsible to work within the policy and follow directions outlined in the letter.

Use of Mobile Phones and Other Technology

- a) Instructors may ban mobile phones or other personal electronic devices in classes, labs, and exams.

If you have any further questions, please consult with your course Instructor or program Academic Chair.

Best wishes on your academic journey!



Dr. Raynie Wood
Dean
School of Information and Communications Technologies
SAIT



John Pitchko
Associate Dean
School of Information and Communications Technologies
SAIT