

## ECE110 Absence Policies

### Lab Absences

Labs meet every week starting the 3<sup>rd</sup> weeks of class, except for Spring and Fall break. Absences effect more than just you and your grade. You will more-than-likely have a lab partner who will be placed at a disadvantage each time you are not present. Even worse, your lab partner may come to lose trust in you and your willingness to be a productive member of the team. You may **not** choose to miss a lab in order to complete an assignment for another course, study for the exam of this or another course, or to take an exam for another course. When an exam conflicts with your regularly-scheduled lab, that course *must* be willing to offer a conflict exam.

A single lab absence may be excused if you

1. Alert your TA to your absence as soon as you are able. This should be done at least one week in advance for planned trips, just before the lab for illnesses, or as soon as you are stable for injuries.
2. You obtain permission from your TA specifically for the Saturday open lab or an open bench in another lab session for purposes of making up the missed laboratory work. You must make it up before your next lab session.

For planned trips, you should do the lab procedure during the Saturday open lab period or in another lab section with an open bench *prior* to the week in which your section will be doing that same procedure. If the TA decides the missed lab is not an excusable absence, you will still need to complete the lab for grading, but will lose a *minimum* of 10 points from your semester total. A second unexcused absence will cost an additional 25 points from your semester total and additional unexcused absence will each cost an additional 50 points from your semester total. Failure to make up a missed lab prior to the next lab meeting will cost 10 points per week until you have fully caught up. The entire semester lab earns only about 250 points, so missing lab is clearly a disadvantage.

The severity of this penalty is largely because of the ill effect it will have on a lab partner and the hassle it causes your TAs. It is also assessed to students who have no lab partner out of fairness to all.

For lab meetings missed during the final project design, you should work with your lab partner to help catch up on lost time. Points are lost as described above.

Valid long-term illnesses may be treated differently upon review of a letter from the Emergency Dean (Dean of Students) or the DRES center. These will be treated on a one-on-one basis after reviewing the facts of the situation.

### Lecture Absences

Lecture attendance has been determined to be highly correlated with course performance in ECE110. It has also been determined that students often underestimate the value of lectures and so we have made lecture attendance mandatory and are allowing you an easy way to earn 5% of your semester grade.

Lecture attendance is determined by participation in one or more multiple-choice questions administered during each lecture. While attendance is mandatory, the assessment is rather forgiving. There are 29 lecture meetings each semester. We generally don't keep data from the first week as some students are still in the process of purchasing the i>clicker. There may also be a number of lectures in

which i>clicker data will fail to be collected by one or more instructors. Let's assume i>clicker data is collected on 20 lecture dates. You will have been expected to have attended 80% of those dates with a working i>clicker. If you attend  $N$  of those 20 lectures, your attendance will be calculated according to

$$attendance = \frac{\min(16,N)}{16} \times 100\% \text{ (for example only)}$$

If you come to lecture **late** after the i>clicker has been used, you **forget** your i>clicker, your **battery fails**, you are **sick**, you are **travelling**, or miss participating in the i>clicker question for any reason at all, this will not affect the way we calculate the attendance above. **Do not ask for special adjustment** of our attendance record as we already allow for 20% missed lectures. Just attend your lectures most of the time and you should receive a 100% attendance score.