

Student attendance and participation requirements in the Faculty of Education and Arts

Regular attendance in class

Regular attendance in class is closely linked to student success at university (Fraser & Killen, Krause, 2005; Sharma, Mendez & O'Byrne, 2005, Zepke & Leach, 2010). As a professional responsibility of being a university student in the Faculty of Education and Arts (FEA), it is expected that students studying on campus will attend all of their timetabled classes and that those studying online will attend by regularly accessing online learning materials. Students attending classes should be prepared to actively participate in learning.

Learning materials and class notes, for on campus students, are housed in course Moodle sites so that students can readily access learning materials from their classes. These materials are not normally provided as an alternate to attending class (unless otherwise specified by the lecturer).

Students enrolled in online courses should regularly (weekly) work through online learning activities.

It is common courtesy for students to inform their lecturers/tutors if they are unable to attend a class. For this reason a student should notify their lecturer/tutor (in advance if possible) of any absence from class. An email message through the course Moodle site or a phone call is all that is required. A student should also outline how they intend to make-up the missed session. We suggest that students inform their Program Leader and lecturer/tutor if illness or some other issue keeps them away from classes for more than two days. Students should always obtain a Medical Certificate from their doctor when they are ill.

Workload expectations for students

For each course that a student is enrolled in, there is a requirement that approximately 10 hours per week of active participation in learning is completed. This is made up of both contact and non-contact hours.

Contact Hours: For students enrolled on campus, their personal timetable shows their contact hours. These are scheduled classes that students are expected to attend in person. For online students there are no contact hours and all learning takes place within non-contact time.

Non-contact hours: These consist of independent study completed outside formal classes (reading and preparation for class, planning and working towards completion of assessment). For first year students in FEA the lecturer/tutor will provide students a list of tasks that will guide their independent (non-contact hours) study.

For a full time student, contact and non-contact learning equates to around 40 hours a week (including during the lecture break). These hours are equivalent to a full time job and should be spread out across the semester. Other activities such as paid or volunteer work, family and social activities should be planned around the required hours of study.

Main points for students

- Regular attendance in class is closely linked to your success at university.
- Studying full time at university is equivalent to working a full time job.
- As a professional responsibility it is expected that you will attend all of your timetabled classes (if studying on campus) or (for online students), attend by regularly accessing online learning materials.
- If you are an on campus student, learning materials are housed on course Moodle sites so that you can revisit the content of your classes. These notes are not normally provided as an alternate to attending class.
- Notify your lecturer/tutor (in advance if possible) of any absence from any class. You should indicate how you intend to make-up the missed class.
- Inform your Program Leader and lecturer/tutor if illness, or some other issue, keeps you away from classes for more than two days. Always obtain a Medical Certificate from your doctor when you are ill.
- Attend and complete approximately ten hours per week of study for each course you are enrolled in (contact and non-contact learning).
 - **Contact Hours:** For students enrolled on campus, your personal timetable shows your contact hours. These are scheduled classes which you are expected to attend in person. For online students there are no contact hours.
 - **Non-contact hours:** These consist of independent study completed outside formal classes (reading and preparation for class, planning and working towards completion of assessment). For first year students in FEA your lecturer/tutor will provide you with a weekly list of tasks that will guide your independent (non-contact hours) study.
- For a full time student, contact and non-contact learning equates to around 40 hours a week (including the lecture break). These hours should be spread out across the semester. Other activities such as paid or volunteer work, family and social activities should be planned around your hours of study.

References

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- Zepke, N., & Leach, L. (2010). Improving student engagement: Ten proposals for action. *Active learning in higher education* 11(3),167-177.
- Sharma, M., Mendez, A., & O'Byrne, J. (2005). The relationship between attendance in student centred physics tutorials and performance in university examinations. *International Journal of Science Education*, 27(11), 1375–1389.
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