



Rice University Data Analytics Boot Camp

Absences

You are allowed 4 absences during the course

- ❖ As a courtesy, please send a group direct message to your instructional team in Slack to let them know you will be absent (they worry if you just don't show up!)
- ❖ If you miss more than 45 minutes of class, you will automatically be marked absent
- ❖ It is the responsibility of the student, not the instructional staff, to ensure the accuracy of attendance

Remote Attendance Request Process

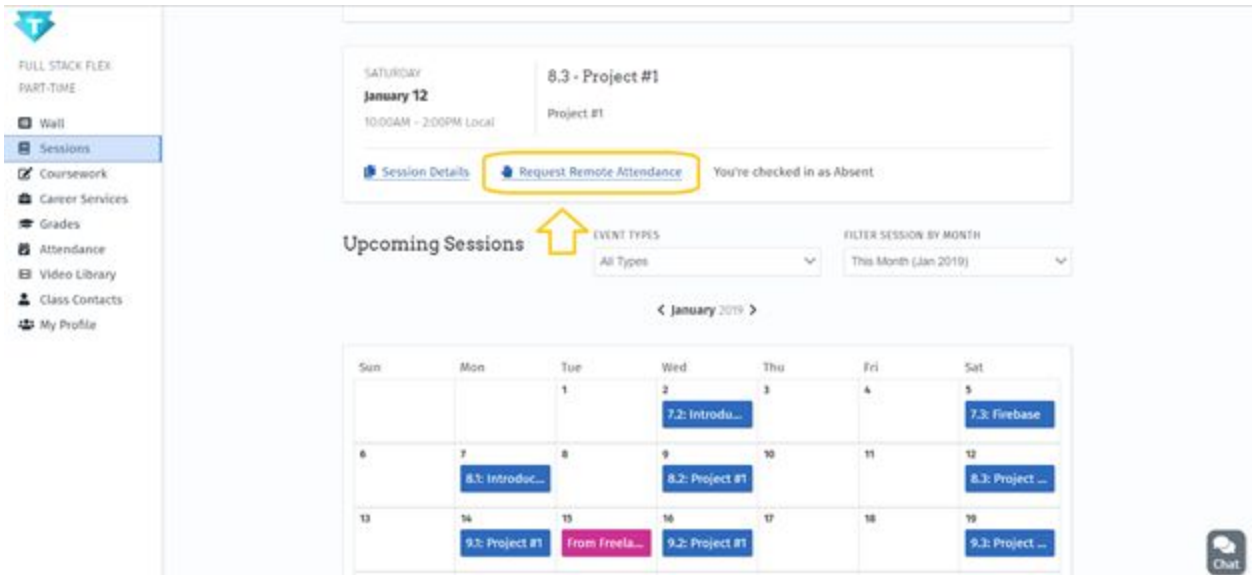
This course is intended to be an in-person experience. If you have extenuating circumstances, you may request to attend class remotely **up to 4 times** during the course. Your request must be made in advance and be approved by a member of the instructional team. Last minute requests may not be approved in time for remote access to be provided.

REQUEST REMOTE ATTENDANCE:

1. Request remote attendance for upcoming sessions at www.bootcampspot.com (BCS).
2. There are 3 different places where a request can be made:

a. The Wall tab

b. The Sessions tab



Session Details **Request Remote Attendance** You're checked in as Absent

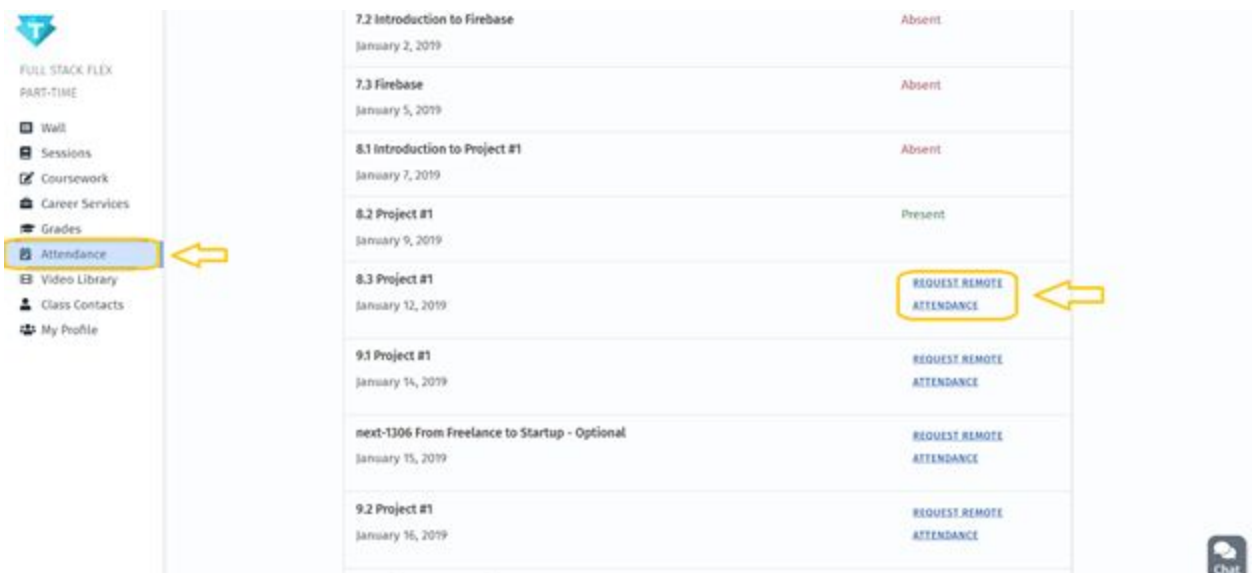
Upcoming Sessions

EVENT TYPES: All Types
FILTER SESSION BY MONTH: This Month (Jan 2019)

< January 2019 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 7.2: Introdu...	3	4	5 7.3: Firebase
6	7 8.3: Introduc...	8	9 8.2: Project #1	10	11	12 8.3: Project ...
13	14 9.3: Project #1	15 From Freela...	16 9.2: Project #1	17	18	19 9.3: Project ...

c. The Attendance tab



Attendance

7.2 Introduction to Firebase January 2, 2019	Absent
7.3 Firebase January 5, 2019	Absent
8.1 Introduction to Project #1 January 7, 2019	Absent
8.2 Project #1 January 9, 2019	Present
8.3 Project #1 January 12, 2019	REQUEST REMOTE ATTENDANCE
9.1 Project #1 January 14, 2019	REQUEST REMOTE ATTENDANCE
next-1306 From Freelance to Startup - Optional January 15, 2019	REQUEST REMOTE ATTENDANCE
9.2 Project #1 January 16, 2019	REQUEST REMOTE ATTENDANCE



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REMOTE ATTENDANCE ACCEPTANCE:

When a remote request is submitted, you will be prompted to confirm via a checklist that you meet a series of requirements that will ensure you are in fact actively participating remotely for a session. See below:

The screenshot shows the 'Attendance' page in the Canvas LMS interface. On the left is a navigation sidebar with options: Wall, Sessions, Coursework, Career Services, Grades, Attendance (highlighted), Video Library, Class Contacts, and My Profile. The main content area is titled 'Please read the following regarding your remote attendance request:' and contains the following text:

1 This course is designed to be an in person, collaborative class experience.

2 Remote Attendance is a recommended option if you are unable to attend an in person class session because of an unforeseen issue.

You will only be approved as remote if you meet the following criteria:

- You are able to attend live remotely for the entire class time.
- You are active via the slack class channel (ask questions, answer questions, etc.)
- You work to complete class activities and DM them to your IAs at the end of each activity

Please note: Remote Attendance is not likely to be granted during project week as the work is highly collaborative and you are required to participate 100% in all group projects. If you are not active while remote, you will not be approved for remote attendance and you will be counted as absent for the class session requested.

3 While attending remotely please note:

- Instructional staff support will be focused on students in class. Slack requests and activities submissions will be reviewed as time permits.
- There will be aspects of class that you will miss such as white-boarding activities, questions from students farther away from the microphone, etc.
- Please be aware that remote attendance is not always possible. If there are any technical issues with the class video, the instructor cannot stop class to troubleshoot. If for any reason the remote session cannot occur, you will be counted absent.

☒ I UNDERSTAND THAT I'M ONLY ALLOWED 4 REMOTE ATTENDANCES ON THE CLASS.

At the bottom are two buttons: 'REQUEST REMOTE ATTENDANCE' (blue) and 'CANCEL' (grey). A 'Chat' button is visible in the bottom right corner.

If you agree to the above, a request will be sent to the instructional team via BCS, who will then be responsible to approve or deny these requests.

In the event that you do not meet the above remote requirements during the class session, you will be marked absent.

Course Completion Requirements:

1. **95% Attendance (4 missed classes)**
2. 90% Homework Submission (2 missed assignments)
3. 100% participation in group projects
4. Fulfillment of account payment option prior to the end of class