

LIVE SEMINAR AND TUTORIAL MEETING INSTRUCTIONS

This course is structured to be almost entirely asynchronous, meaning that you may pursue it at the time(s) of day that best suit your schedule within the boundaries of the specified deadlines. The exceptions are days on which live video conference class meetings will be held.

These days will occur during weeks where the syllabus indicates “live seminar meetings” or “live tutorial meetings” are scheduled in the course calendar table. On the days when live meetings are scheduled, these sessions will be held from

- 9:00 am–3:30 pm with approximately a half-hour break for lunch for seminar meetings and
- 3:00 pm–4:00 pm with no break for tutorial meetings. These meetings only occur in BI 8320.

Your attendance is mandatory for the full time each meeting is in session. At my sole discretion, I may consider you absent from the session *even if you are connected to it* if (a) your webcam is turned off or (b) you fail to interact in the session when asked to do so.

Absences from these live sessions for these or other reasons must be made up according to [this policy](#), except where makeups are prohibited. The percentage of absences not made up will be deducted from your final course grade.