**SAMPSON COMMUNITY COLLEGE**

**MAKEUP PLAN FOR MISSED OR CANCELLED CLASSES**

Time must be made up for any curriculum instructional time that is missed or cancelled for any reason, including inclement weather. Class time may be made up at another date or by an alternative method. Sampson Community College recognizes several methods as described below for making up class time.

When class sessions are missed, instructors are responsible for determining with the Registrar and the VP of Academic Affairs how missed class hours will be made up. Instructors also are responsible for informing their supervisors and for completing this form.

I certify that missed or cancelled class time was/will be made up as follows:

Class: \_\_\_COM 231-OB\_\_\_\_\_\_\_\_\_\_ \_\_\_11/28/16\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_1\_hrs.\_20\_\_mins.

Course Prefix/Number/Section Dates(s) Class Missed/Cancelled Time Missed

\_\_\_ Add additional classes or additional minutes to classes to provide equivalent instructional time.

The instructor must provide the specific date/time class was made up (see class roster):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) Additional minutes met Total time made up

\_\_x\_ Provide Blackboard online equivalent instruction. (This option is available only to faculty with

Blackboard access either online, hybrid, or supplemental use.) Attach copy of assignment.

Assignment:

**Monday, November 28 Class Assignment: This counts as attendance for today (11/28) due to class cancellation. Please notice the deadline for this important assignment.**

I will begin talking about "Impromptu" speeches and interview questions next Monday when we return to class as well as a review for material that I'd like to cover in a class lecture.

**DEFINITION: Impromptu speaking** is a **speech** and debate individual event that involves a five to eight minute **speech** with a characteristically short preparation time of one to three minutes.

In our next class, students may be asked to answer 1-2 questions that they are asked by their teacher. Please use the questions I post here to prepare. Understand that questions that I ask "maybe" the same or similar in nature to these questions. They will be goal oriented questions that focus on your career goals. Treat this assignment just like you would a job interview. You do have to come dressed like you would for any job interview.

Advice for Assignment:

1-Please come to class on time. If you are late to an interview, you can be taken from the candidate pool.

2-Come dressed appropriately and follow the Dress Code of the company/organization.

3-Make sure your cell phone is not visible and turned off.

4-Practice answers to your interview questions. A good way to practice is to have someone ask you questions and video your responses.

5-Make sure you have correct posture, eye contact, and positive facial expressions.

**Please answer the forum posted below.**

* [[](https://mymoodle.sampsoncc.edu/mod/resource/view.php?id=229109)Interview Questions (To Practice With) File](https://mymoodle.sampsoncc.edu/mod/resource/view.php?id=229109) (Reading Assignment)
* Twenty Five Great Job Interview Questions URL (Reading Assignment)
* [Interview Questions Assignment (Post Responses here) Due: November 28 @ 11:55 PM](https://mymoodle.sampsoncc.edu/mod/forum/view.php?id=236880) (Forum Assignment)

\_\_\_ Require extra out-of-class assignment(s) that provides equivalent instruction:

Approximate time to complete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total minutes made up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of assignment—attach copy of assignment:

\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total minutes made up: \_\_\_\_\_\_\_\_\_\_

Description—attach copy of assignment:

Class cancellation caused by:

\_\_\_ Inclement Weather \_\_\_ Personal illness \_\_\_Family illness/death \_x\_\_ Other—describe

\*Emergency Doctor and dental appointments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor’s Signature \_\_\_Joy Rogers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_11/28/16\_\_\_\_\_\_\_

Dept/Div Chair’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VP of Academic Affairs’ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Makeupplan-missedclasses-5-09