



Instructor- Student Responsibilities

The student is responsible for attending all classes *on time*, this also includes breaks & lunch and *being fully prepared* to turn in homework & participate in the assigned activities for that day. Class will begin promptly at **5:30 PM**, and quizzes will be given first. If a student is late for class, he/she will be marked *TARDY*. Students must call the instructor if he/she is going to be late or absent.

The children of students are not allowed in class.

The instructor is responsible for being prepared for each class, starting the class on time, and providing a full period of effective instruction throughout the course. The instructor will maintain an accurate record of attendance on all students and will consult with Program Coordinator and the students on any problems with attendance or grades.

ATTENDANCE:

If a student is tardy more than 6 times he/she will be dismissed from the program. This also includes returning from break.

A student may not miss any portion of clinical.

If any student misses more than six hours of the course, he/she will be dismissed from the program. There is no make -up time.

GRADING SYSTEM: THEORY

Quizzes & homework = 75%
Final Exam = 25%

GRADING SYSTEM: LAB

Students must demonstrate all required skills safely and accurately in order to progress to clinical.

A PASS theory grade will be assigned to students who score 75 or greater on the theory portion of the course and successfully demonstrate all required skills.

GRADING SYSTEM: CLINICAL

In order for the student to PASS the clinical portion of the course, he/she must accurately demonstrate all of the required skills to the clinical instructor.