**Department of Interior Architecture and Design**

**Performance Policy** *(supersedes all departmental attendance policies published prior to 08.24.20)*

The Department of Interior Architecture & Design (IAD) values student learning, and therefore strongly urges that students attend all classes in order to obtain the most benefit out of instructor activities as well as the connections and critique provided by peers and outside guests.

In acknowledgement of the unique contribution that class experiences provide, a portion of this class’s performance expectations are fulfilled through engagement in in-class-only activities outlined in this syllabus and/or other provided information. These experiences form a necessary part of the course’s contribution to your preparation for design practice and/or research. It will be necessary for you to be in class to access these activities, which can occur at any point during a class meeting. Therefore, you will need to be present for the full period of a class meeting, neither arriving late nor departing early. Because class time is precious, it is not possible to provide these activities for students that are not present at the time of their offering.

Your instructor acknowledges that you are an adult fully invested in your learning and preparation for your career. As such, you are the one responsible for your performance in this class. While attendance will not be taken (including for previously excused reasons such as medical and family concerns), know that repeated non-completion of these frequent in-class-only activities will have a negative impact on your course grade, as you will not be able to demonstrate your skill acquisition without their contribution. Please speak with your instructor should you encounter medical, family, or similar issues during this semester. Refer to the syllabus’s grade details for the role of these in-class-only activities in the overall course grade.

**Class Participation** (in-person or remote)

As noted above, the department strongly urges that students attend all classes as scheduled whether in-person or remotely. Illnesses occur every semester that can conflict with participation. Faculty are prepared to work with students when ‘stuff’ happens and are generally as flexible as the course material and schedule allow relative to maintaining the university’s academic integrity, educational content, and the overall learning environment. However, this flexibility in no way eliminates the responsibility of students to immediately notify the instructor regarding a potential illness and/or the necessity to make up all work that is missed. When a student anticipates an inability to participate, the student must notify the instructor immediately. Communication is vital during the semester to ensure the intended instructional delivery by faculty and its reception by students. It is your responsibility to *directly* notify the instructor via **FSU Email** or **Canvas messaging**. Notifications through verbal messages, text messages, voicemail, or other non-FSU message delivery systems via your colleague(s) are not acceptable.

Students who are still unable to complete class expectations due to any illness should promptly communicate their situation to the instructor, their program’s advising staff, or program administrators. Depending on the circumstances, students may be advised to continue in the class, offer to withdraw from the class, or in rare instances, give the student the opportunity to receive an “incomplete.”