

# Working with Animals #1

Animal Stewardship Apprenticeship October 2017

## Attendance Policy

### Attendance

Attendance at the first week's classes is required for Working with Animals #1

If you must miss any class, we ask that you let us know before class begins that you will be absent. We also ask that you get the class notes and handouts from a classmate before the next time class meets. It is vital to keep you on the same page as your classmates. We expect that our students will arrive on time and stay until the end of the class. If you are going to be late please let us know by calling or texting 773-814-9277

Missing one class is not the end of the world, but please keep in mind that it is your responsibility to keep up with the class and missing 25% of the class will impact your ability to master the material. Students are expected to attend a minimum of 75% of the classes. Students who are inconsistent with their attendance or who don't notify the instructor before they are absent may be asked to leave the program. In such cases, no refunds will be given, and the full tuition is owed.

We respectfully ask that dogs and visiting friends be left at home.

### Safety, Courtesy, & Learning Together

We have a strict policy regarding phones during classes: Cell phones must be turned off at the start of class and remain off until the end of the day to minimize distractions. Exceptions can be made in emergency circumstances.

In the field, we will have some basic rules that we ask all to follow, such as: Always stay with the group, and make sure to notify someone if you break off briefly to go to the bathroom. One of the best reasons to engage in a hands-on program like this is the experience of learning together. We expect that every student will participate in class activities. In the unlikely event that someone is not participating or is disruptive in the class, they may be asked to leave the program. In such cases, no refunds will be given, and the full tuition is owed.