

The Class Rules



Rule 01

Attendance Requirements



Photo by Daniel Korpai on Unsplash

Hybrid(FTC students) Learning:

Students should attend all on-campus classes, and at a minimum, attend 2 out of 3 studio sessions per week on campus, with the rest completed online to meet the performance requirement.

Remote (FTO Students) Learning:

Turn on your camera when addressed by a lecturer and have your microphone on during discussions.

Late coming: will be marked as absenteeism

Rule 02

Participation



Photo by Priscilla Du Preez on Unsplash

Actively participate in class discussions with your microphones (joined with audio).

Pay attention to discussions and examples involving other students' work, not just your own.

Students need to be at their workstation for the duration of the class, unless there is a scheduled break. If the student is called upon and there is no answer the student will be documented as absent.

Students should add their names to Shared Notes when they are ready to be seen. The list will determine the order of critique and count towards participation/attendance.

- Please note that student names added within 30 minutes of the end of a class will not be included in the list as the timing of individual critique is based on the number of students who have indicated they wish to be seen from the start of the class. Students who were not able to be seen during the session but were on the list will be given priority in the next session.

Rule 02

Participation



Photo by Marvin Meyer on Unsplash

Complete required exercises before class in order to stay on task and complete the project within the allotted timeframe.

Be prepared with the files you want to discuss at the beginning of the class to facilitate quick and easy feedback.

Catching up before the next class, please review the required class and materials before the next session by watching the recording and going through the resources.

Rule 03

Communication

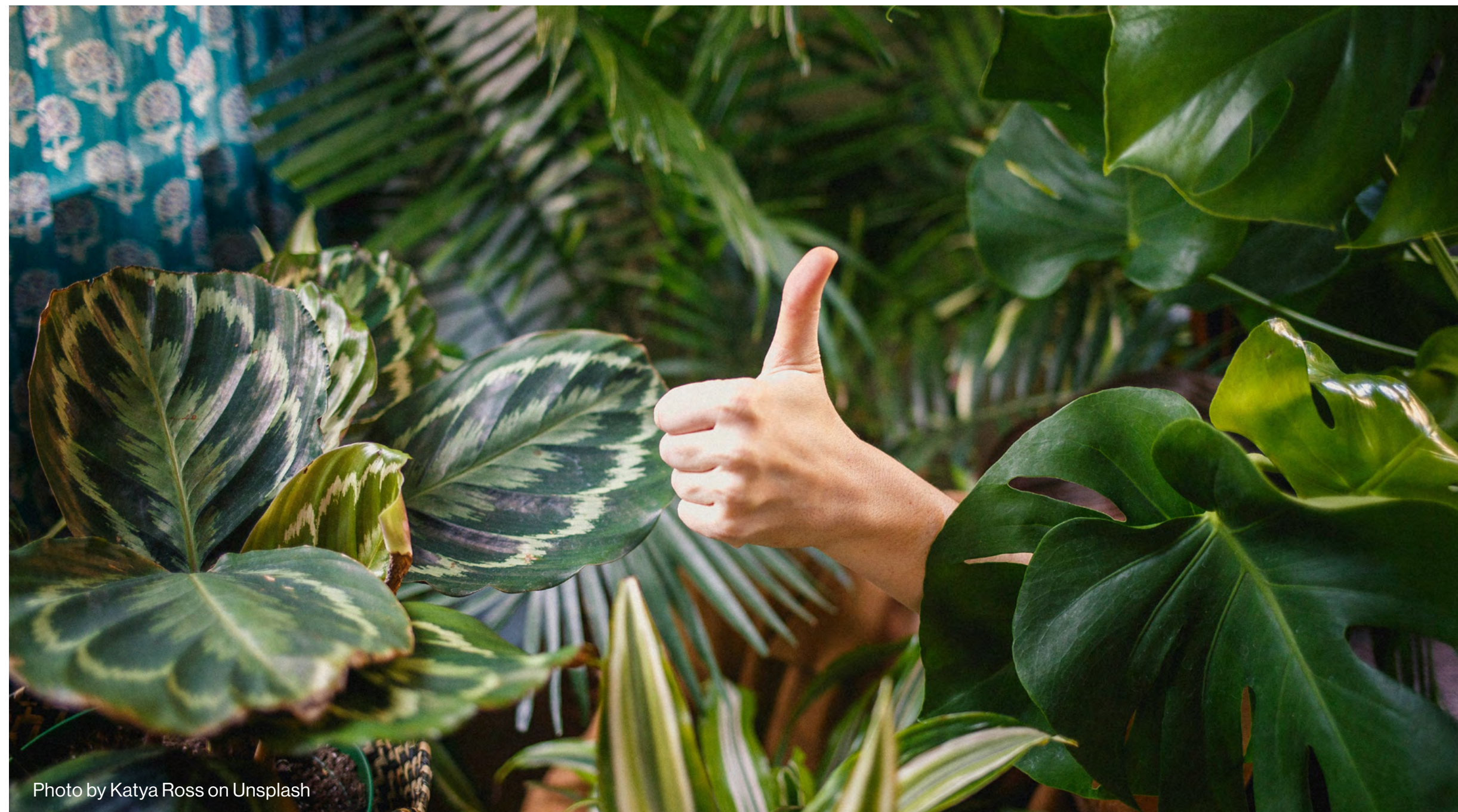
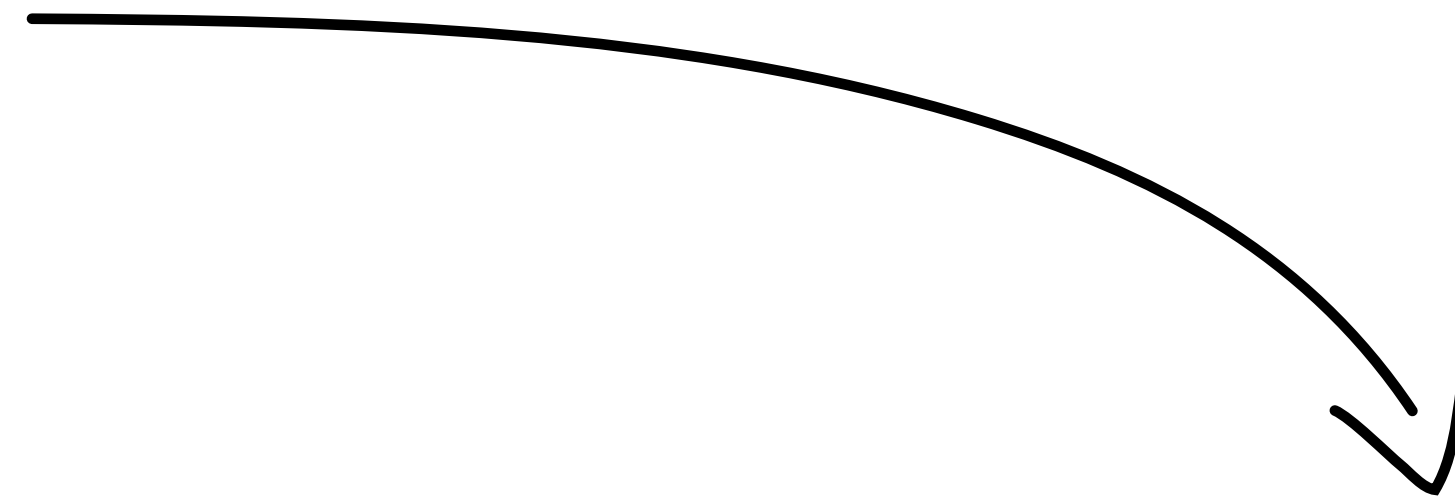


Photo by Katya Ross on Unsplash

Inform lecturers of any unavoidable planned absences beforehand.

Keep lecturers updated on your progress and any issues that arise.

Acknowledge receipt of Teams communication/Messages with a reaction such as a thumbs-up emoji.

Rule 04

Professionalism



Photo by Aman Upadhyay on Unsplash

Ensure that your microphones and cameras are working properly. If they are not, you will need to use the microphone on your phone as the chat is not your primary form of communication.

Ensure you have a reliable internet connection. If your home connection is down, find an alternative location with internet access (like a coffee shop with free Wi-Fi).

Don't organise appointments during class time, you are aware of your calendar and timetables organise so that it doesn't affect your classroom responsibilities.

During a class session, please focus only on the subject being discussed.

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Meaning: Do not work on private design projects or other class materials, for example, Critical studies, during studio sessions and visa versa. Avoid working on other unrelated tasks during this time to minimize distractions.

Rule 04

Professionalism



Photo by Trent Erwin on Unsplash

Full-time students, please avoid having unrelated conversations during class while the lecturer or peer is presenting. This can cause disruption and confusion for online students and the rest of the full-time peers, as they may miss important instructions.

Presentations should be professional and prepared for. Students who are not ready at the start of the session will be deemed unprofessional and will have marks deducted from TPP.

Rule 05

Respect Boundaries



Photo by Héctor J. Rivas on Unsplash

Respect personal time and space. Use classroom critique opportunities during class and avoid asking for advice after hours.

Respect class times and scheduled meetings. Don't assume that allowances will be accommodated for your lack of attendance or missed opportunities.

- **It is your responsibility to reschedule meetings** that you have missed. This will be accommodated based on the availability of the lecturer.
- **Missed classes cannot be made up in a private consultation session or in private messages.** If you missed the class, you missed the feedback opportunity.
- **Consultation Sessions are available** but as an assist not as a supplementary to scheduled class

**By following these guidelines,
we can create a productive
and respectful learning
environment for everyone.**

