

<b>Attendance</b>	TEL 204: Polymer Molding & Forming Department of Technology	Student Name:
Individual Module: 1		

**Overview:**

Attending all classes and laboratory sessions gives you the greatest chance for success in this course. Missing class, arriving late, and leaving early also penalizes any class members that rely on you to assist with class activities and clean up. In accordance with Department policy, you are permitted three absences. Policy also states that arriving late three times constitutes an absence.

- 4 absences = E
- 3 absences + 3 late = E
- 2 absences + 6 late = E
- 1 absence + 9 late = E
- 0 absences + 12 late = E

**Directions:**

1. Notify the instructor if you are going to be absent and discuss your absence when you return.
2. Make up any work that you miss and discuss with class members and the instructor what lessons you missed.
3. Perfect attendance will result in 100 automatic points for this lab activity.
4. Twenty points are lost for each absence and 5 points are lost for being late for class.

**Grading:**

Perfect attendance	100 pts.
Absence 1: _____	- 20 pts.
Absence 2: _____	- 20 pts.
Absence 3: _____	- 20 pts.
Late 1: _____	- 5 pts.
Late 2: _____	- 5 pts.
Late 3: _____	- 5 pts.
Late 4: _____	- 5 pts.
Late 5: _____	- 5 pts.
Late 6: _____	- 5 pts.
Late 7: _____	- 5 pts.
Late 8: _____	- 5 pts.

Total points will be automatically calculated by the instructor at the end of the semester based on your attendance record.