

SoTD PRODUCTION MEETING ATTENDANCE POLICY

FOR INCLUSION IN THE UNDERGRADUATE AND GRADUATE HANDBOOKS VIA LINK TO WEBSITE DOCUMENT

Objective:

This policy outlines the attendance requirements for students assigned to production assignments, emphasizing the importance of in-person participation in production meetings during their assigned production, serving in assigned roles, whether connected to coursework or programmatic requirement. The policy aims to foster a collaborative and engaged learning environment while allowing for reasonable exceptions. Failure to comply with the policy or to attend meetings could result in revocation of production assignment, impact status in programs, or assignment to future productions.

Attendance Requirements:

Students with production assignments must attend production meetings in-person during their production period. Information will be provided by the Production Manager at the beginning of each semester or upon the process initiation.

Exceptions:

The following are the only acceptable exceptions to the mandatory in-person attendance:

University Excusable Absences:

Students with university excusable absences, as defined by the university's official policies, will be excused from in-person attendance. Proper documentation may be required to validate the excusable absence.

Authorized Department Travel:

Students engaged in authorized department travel relevant to their production assignment are exempt from in-person attendance. Students must notify the relevant faculty or department head in advance and provide appropriate documentation as proof of authorized travel.

Notification of Absence:

In the event a student is unable to attend a production meeting due to the exceptions listed in this policy, they are required to notify the Production Manager and Mentor no later than 24 hours prior to the meeting. The notification should include the reason for the absence and any supporting documentation.

Review and Amendments:

This policy will be subject to periodic review to ensure its effectiveness and relevance. Amendments may be made as needed, with any changes communicated to all affected parties promptly.

Effective Date:

This policy is effective **February 16, 2024** and applies to all students assigned to production assignments from this date onward.

Approval:

The Production Manager is responsible for implementing this policy. Any questions or concerns regarding the policy should be directed to the Production Manager and/or Associate Director of Production.