Absence Procedure for I/O and HRM

Students are expected to attend all portions of the weeklong intensive class. For this session, there will not be an online or asynchronous option for learning. It is the policy of the Minnesota Chief's of Police Association that excessive absence may result in the dismissal or continuation of the program, refer to the student handbook in Canvas for full information.

However, we as instructors understand that emergencies, unforeseen circumstances, or planned events of critical importance can occur during the timeframe of this class. Below is a guideline for how absence(s) will be handled. Please know that if you need to miss more than one full day of instruction in this session, the instructors will consult with MCPA leadership to consider how to proceed.

Regardless of the absences students are still responsible for all assigned readings and materials. Students are encouraged to ask the instructors and other students clarifying questions about any missed material.

If a student will be late for class or needs to contact an instructor because of an emergency circumstance, please utilize our phone numbers (listed below) for a text or phone call.

Instructor Contacts

- Jana O'Leary Sullivan

  (763) 607-3994

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- Natalie Bauer

  (651) 233-0200

  natalie.bauer@woodburymn.gov

Portion(s) Missed	Expectation for Makeup
Module with PowerPoint Presentation	Student will be given a copy of the PowerPoint presentation and will be responsible for viewing the content and asking other students for their notes/ takeaways.
Module without PowerPoint Presentation	Student will be responsible for reviewing any other material provided (readings, handouts, etc.), asking students for their notes/ takeaways, and self-researching the topic at home.
Panel Discussion	Student will need to speak to two sources from outside their class to gain their perspectives on the topic at hand. For example, if a student missed the panel discussion “Beyond the Bargaining Table”, they will need to speak to two people who are knowledgeable about collective bargaining such as a union rep and HR representative from their agency.

Students may not miss the final presentation portion of the class. If accommodations need to be made, such as order of presenting, speak to an instructor. When a student misses several portions as listed above, or an entire day of content, they are responsible for the above makeup expectations for *each* of the missed portions.