California State University SAN MARCOS | MBA Program

CSUSM In-Person FEMBA Program Attendance Contract

This In-Person Attendance Contract is entered into between the undersigned student and FEMBA program at CSUSM. By signing this Contract, the Student agrees to adhere to the class attendance policies outlined herein.

1. Virtual Attendance Requirement for In-Person Students:

- The student acknowledges enrollment in the FEMBA Program at CSUSM, which includes in-person classes held on Saturdays (except for the first class, BA 615, that meets on Wednesday evenings as well as Saturdays).
- The student agrees to attend in-person classes as scheduled during the specified 5-week blocks.
- The student is permitted to attend the class virtually for up to two Saturdays during each 5-week courses.
- When attending virtually, the student must keep their camera on for the entirety of the virtual session and actively participate in class discussion.
- The student must inform their instructor and TAs ahead of time when choosing to attend virtually.

2. Engagement and Participation:

- The student understands that active engagement and participation are crucial components of the learning process.
- The student commits to actively participating in in-person and virtual class discussions, group activities, and any other engagement opportunities facilitated by the course format.

3. Privacy and Respect:

- CSUSM FEMBA Program acknowledges the importance of privacy and assures the student that any recording or screenshots of virtual sessions will only be used for educational purposes.
- The student agrees to respect the privacy of instructors and fellow students and will not record, screenshot, or share any part of the virtual or in-person sessions without explicit permission.

4. Technical Requirements:

- The student is responsible for ensuring that their device meets the technical requirements for virtual attendance, including a functioning camera and reliable internet connection.
- Any technical issues preventing the student from complying with the camera-on requirement must be promptly reported to the instructor.

5. Consequences of Non-Compliance:

- Failure to attend in-person classes without providing timely notice or non-compliance with virtual participation requirements may result in a review of the student's participation and engagement in the course.
- Continued non-compliance may lead to disciplinary action, including but not limited to reduced participation grades, warnings, or, in extreme cases, dismissal from the course.

I, the undersigned, have read and understand the terms of this Virtual Class Attendance Contract. I agree to abide by these terms for the duration of my enrollment in the Master of Business Administration Program at California State University San Marcos.

Student's Full Name: _____ **Student's Signature: _____**

Date: _____