



PRELIMINARY SURVEY VISIT

AREA III. CURRICULUM AND INSTRUCTION

D. CLASSROOM MANAGEMENT

D. 1 POLICIES ON CLASS ATTENDANCE AND DISCIPLINE

21-

**CHAPTER 49
CLASS ATTENDANCE**

Article 178. General Provision

Sec. 1. Attendance of students to classes shall be governed by the provisions of this Code and the rules and regulations to be hereinafter adopted and/or promulgated by the University.

Article 179. Rules on Attendance of Students

Sec. 1. The following rules on attendance shall apply to all colleges, excluding the National Service Training Program (NSTP), in the University:

1. Any student who, for unavoidable circumstances, is obliged to be absent from class must obtain a written excuse from his Dean to be presented to the Instructor(s) concerned not later than the second class session following the date of the student's return.
2. Whenever a student has been absent for three consecutive class meetings, a report thereof shall be sent by the faculty member concerned to the Guidance Counselor of the college. The Guidance Counselor shall call the student and notify the parents, if necessary.
3. An excuse is for the time missed only. The student concerned shall be responsible for all the lessons covered by the class during his absence and all work assigned to be accomplished during such absence shall be made up by him to the satisfaction of his instructor within a reasonable time.
4. A medical certificate must be secured from the University Hospital in case the absence is due to illness. Any illness attended to elsewhere causing absences from classes shall be reported to the University Hospital within three days after the absences have been incurred. A medical certificate issued by another physician must be attested by the Director of the University Hospital, or his duly authorized representative.

Sec. 2. When the number of hours lost by absence of a student reaches 20 per cent of the hours of recitation, lecture, laboratory, or any other scheduled work in one subject, he shall be dropped from the subject; Provided, that a faculty may prescribe a longer attendance requirement to meet the special needs of the course.

Sec. 3. If the majority of the absences are excused, the student shall not be given a grade of "5" upon being thus dropped, but if the majority of the absences are not excused, he shall be given a grade of "5" upon being thus dropped. Time lost by late enrollment shall be considered as time lost by absence.



UNIVERSITY OF SOUTHERN MINDANAO					
Course Number	Vet Tech 211	Course Title	Introduction to Veterinary Technology	Rev. No.	2
				Page	Page 2 of 2

Course Evaluation				
CO1: To provide students an orientation to the field of veterinary technology;	Written Exam Requirement	20 5	50%	60% of the class obtained a rating of at least 4 and/or a score of 50
CO2: To train and provide students with the communication skills and basic knowledge of professional ethics	Written Exam Requirement	20 5	50%	60% of the class obtained a rating of at least 4 and/or a score of 50
CO3: Know the common clinical techniques, disinfection principles and the public health aspects of veterinary medicine, in preparation for their applied clinical courses.	Written Exam Requirement	20 5	50%	60% of the class obtained a rating of at least 4 and/or a score of 50
CO4: Demonstrate the basic handling/restraining techniques used for small animals.	Written Exam Requirement	20 5	50%	60% of the class obtained a rating of at least 4 and/or a score of 50

Grading System
<ol style="list-style-type: none"> The University grading system shall be adopted, where the term grade shall constitute 33% of the grade for quizzes and long examinations and 67% for the term examination. The term grade shall constitute 70% of the lecture grade and 30% of the laboratory grade. The final grade shall constitute 33% of the mid-term grade and 67% of the final term grade. Passing percentage in any examination is 50% with an equivalent grade of 3.0 <p>Evaluation of the student's performance will be based on the results of the quizzes, one-hour examination, mid-term examination, final examination and requirements, if any.</p>

Classroom Policies
<ol style="list-style-type: none"> Regular attendance to lecture and laboratory class Participation in class recitation On time submission of laboratory reports Pass the quizzes and term examinations Submission of additional requirements

