

Primary Trainee Course Absences

If you are going to be absent from class, please follow these procedures:

1. If you know about the absence ahead of time, please write down the date(s) and give this information to Kristen. Molly O'Shaughnessy, Director of Training, will review any planned long-term absences.
2. If you are ill or have an emergency the day of class, please call 651-298-1120 and let us know. If you are not able to speak to or leave a message with a staff member, please email Kristen (kristen@mtcm.org) and Liza (liza@mtcm.org) to make certain that they are made aware of your absence.

There are no excused absences. All absences will be counted toward total missed days. In order to obtain the Primary diploma, you must attend 90% of class. This is an AML requirement.

When you are absent, it is your responsibility to obtain any information that you miss.

If you miss a lecture:

Kristen will record lectures and store the audio files for future use. You may speak to her to request to listen to them. Lecture audio files must be listened to on MCM equipment and may not be recorded, copied, or removed from the building.

If you borrow notes with a fellow trainee, you and the person from whom you are borrowing notes **MUST** fill out a shared notes form and send it as an email attachment with the associated assignment file(s) **when you submit** them to Kristen. Shared notes forms will be made available for download on the course website. Failure to submit a shared notes form when submitting work will have consequences determined by course staff.

If you miss a material presentation:

If you borrow notes from a fellow trainee, you and the person with whom you are borrowing notes **MUST** fill out a shared notes form and send it as an email attachment with the associated assignment file(s) **when you submit** them to Kristen. Failure to submit a shared notes form when submitting work will have consequences determined by course staff. Shared notes forms will be made available for download on the course website.

You may also request that staff members give you presentations. They will assist you as time allows.