

## Professional's Program Guidelines

### **Participation Guidelines**

The purpose of this program is to promote and foster an environment for engaging and informative opportunities for learning for professionals in different job roles who have a wide range of skills to include managing projects, coordinating daily operations within their department, heading committees, etc. In our collegiate setting, this expands to our Student Affairs and Enrollment Management professionals to other academic support roles to colleagues in our institutional operations. In our healthcare setting, this may include staff in direct patient care roles or in areas such as health information management, quality management and assurance, and other operations.

### **Attendance Expectations**

All participants selected as a cohort member, must be committed to attending all sessions, both virtual and in the classroom and must have the full support of their manager to contribute to their success within the program. Guidelines for absences include:

- **Extenuating Circumstances**  
In the event of illness, loss of a loved one or unexpected workplace emergency, the participant will inform the program coordinator that she or he will not be able to attend the session. The program coordinator will assist the participant in making up the session, which may include attending an upcoming session.
- **Inclement Weather**  
In the event of inclement weather, participants should follow the AU/AU Health guidelines for closings and delays. Safety is paramount and should a class need to be rescheduled, we will seek your support in adjusting calendars.
- **Unexcused Absences**  
Examples of unexcused absences include meetings, conference calls, conference attendance or vacation days. The participant will be responsible for making up the session. If available, the participant may attend another upcoming session. The participant's direct supervisor will be responsible for ensuring the commitment of the participant. If a participant misses one class and has not made up the class prior to the published graduation date for that cohort group, the participant will be allowed to join the next available cohort and graduate with the new cohort group.

### **Graduation Requirements**

Participants will be eligible for graduation by completing following requirements:

1. Attendance in classes
2. Submission of an assigned team project
3. Presentation outlining the project at graduation

*\*If the participant is unable to meet these requirements, they will be invited to participate in the next graduation ceremony once all requirements are met.*