Guidelines on Attendance and Class Attitude for Online Classes of Intensive Korean Language Program

1. Attendance

1) *Make sure to be punctual.

2) *Attendance is accepted only when the face is visible enough to identify the student.

3) If you cannot make it to the class and have to absent for the class. please make sure to contact your teacher before and after your absence.

*The standard time that will be acknowledged as being late to class will be applied same as the offline classes.

*If there's a special reason, the 'camera off' can be accepted as attendance according to the teacher's judgment.

2. Classroom Environment and Attitude

1) Please do take the online class in an independent space that is not disturbed by others.

2) Make sure to use personal devices when taking the online classes.

3) We recommend using a laptop or desktop computer rather than a mobile device.

4) Earphones or headphones are recommended when taking online classes.

5) Outsiders other than students are not allowed to attend the class.

6) Please avoid clothing or behavior that makes others feel uncomfortable.

7) Please sit in the right position in front of the camera so that you can check the learning status

8) Recording, filming and photographing (making screenshots etc) the lecture contents is strictly prohibited.

9) Learning materials provided for the class are prohibited from being leaked.