

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.

* Any students who is late by 5~25 minutes will be regarded as tardiness. Those who join the class over 25 minutes late will be marked absent.

*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.