

# What to Do

## When You Miss Class

If you are able to anticipate that you will miss a class, meet with your teacher in person prior to the absence. During that conversation, your teacher may be able to hand you materials and give you tips on how to manage your work. Keep in mind that you can usually turn in work early. Also, today's technologies may allow you to submit your work even when you are unable to attend class. Please consult your teacher about viable options.

If you miss class, please follow these steps in order:

1. **Check the Class Plan**— Read the class assignment posted on the course Moodle page. Here you will find descriptions of the activities you missed. You will also find information about the assigned homework and whether any handouts were distributed.
2. **Find a Friend**— Confer with a classmate who takes good notes and is willing to share them. Copy the class notes. Find an appropriate way to express your gratitude to your classmate.
3. **Consult Your Teacher**— If you have followed steps #1 and #2 and still have questions or require clarifications, please consult your teacher. These conversations are most effective in person, but e-mail may be sufficient.

## How to Submit Late Work

Late written work tends to be the most important and tends to be one of two types:

1. **Written assignments completed as a hard copy:** submit this type of assignment to your teacher by placing it in his hands.
2. **Written assignments submitted digitally:** after uploading your document to Turnitin.com, meet with your teacher in person to verify the submission and perhaps even assess the late work while you wait.