

AUBURN UNIVERSITY HARRISON SCHOOL OF PHARMACY

ATTENDANCE, OFFICE HOURS AND COURSE MATERIALS

Reviewed Aug. 17, 2015

ATTENDANCE

Attendance policies are those stated in the approved course syllabus and will be administered by the instructor of record for each course. Attendance is required for all PPE, APE, PSS and CAPP sessions.

OFFICE HOURS

Faculty members should establish electronic office hours at times mutually convenient to the students and faculty member. Mobile students may contact faculty during office hours via videoconferencing, or telephone. Desktop videoconferencing software is available for faculty members to use on their office computers. Mobile-based students will also be able to contact Auburn-based faculty and vice versa via email or Canvas to have questions answered concerning specific course material. The course syllabus will reflect specific faculty member's desires regarding their preferred method for interacting directly with students.

COURSE MATERIALS

Faculty need to electronically post all course materials on course websites. Materials needed in preparation for a particular class should be posted at least 48 hours in advance of the class meeting so that students have sufficient time to review the necessary materials.