



EMF PROGRAM POLICY FOR MAKING UP MISSED CLASS TIME: OPTIONS

The Movement Arc honours that students may from time to time have unexpected injuries, illnesses or emergencies arise during the course of EMF study. We have options for how studies can still be completed.

We ask you to carefully track your missed class hours, so that we are both keeping records.

The EMF Program certification requirement is that students need to attend **at least 80% of EMF Program online classes LIVE. That has always been posted on our website.** This is our agreement with ISMETA, otherwise we become a different kind of program.

With ISMETA accreditation we have needed to be very clear about how much of our teaching is LIVE in person, how much is LIVE online, and if classes are missed how many hours one is able to watch on Zoom video recording.

For up to only 20% of online classes (if missed live on Zoom) students can:

- Watch the Zoom recording video
- Do all partner or small group work (naming who was worked with)
- Do any other assignments from that class
- Write two paragraphs (typed) about what was learned from the class and from the assignments. (This write-up gets sent to the program director by email to info@themovementarc.com. It is then added to your Student File in Google Drive).

For any additional missed online class time (over 20%) a new plan needs to get made in agreement with the program director for how those hours will get made up.

Here are your options if you are noticing that you have missed more than 20% of online classes or expect to before Nov 30 miss more than 20%, which is more than 21.4hours:

1. You can return to the following year's EMF program and re-do those classes live online on Zoom, at no charge. (Which means you complete the program the following year from when you started). We just need to coordinate dates with you, since from time to time we change our scheduled classes or what the flow or content of them is.

OR

2. You can hire the program director (or another instructor, if the program director is not available) to go over the missed class material with you. If you missed class due to illness or emergency, the charge for that make-up time instruction is **\$85/hr CAD** (that is well below our usual Movement Arc class teaching rates). If you missed a class due to any other reason besides

illness, injury or emergency, the charge is **\$160/hr CAD**. (Again, only needed if you miss more than 20% of online classes).

For those online class hours missed that go over the 20% mark, you will need to make up the full hours missed and your partner or small group assignments will be done with the instructor themselves, if there was partner or small group work in the class missed.

Here is the online learning vs live in-person intensives hours breakdown of the 250 class hours in the EMF program:

-135 hours of intensive live in-person learning hours (at the **Intensives**) March and July

-8 hours of EMF coaching calls with the program director live online or by phone (or in person if you live nearby her)

-18 hours Somatic Movement Classes/Tutorials (part of your live online learning time) our next round will start in Sept-Nov (we just ran this series April-June)

-89 hours of regular online Zoom classes on Fridays from Feb-Nov (each class is 2.5 hours)

= **107 total hours then are your live on Zoom online learning hours:**

so 20% of those live online hours = **21.4 hours of class time you can watch recorded Zoom videos of.**

Anything beyond 21.4 hours missed, make a plan with the program director for whether you will return in the following year or choose to schedule and pay for additional instruction hours now before Nov 30 in order to graduate from the program the year you began.

If you have missed in-person classes during an intensive I, II or III (March or July):

For program completion, the expectation is that you attend 100% of intensive classes in person, since we are not recording intensive in person classes. If you become ill/injured or have an emergency come up, then we have options for you to make-up your missed intensive time up to a certain limit of days.

Option 1: If you had to miss a class during an in-person intensive then you will need to make up that time by meeting with the program instructor either online or in-person afterwards. The payment rate for in-person intensive missed class make-up time (only if sick, injury or emergency) is reduced to **\$42.50/hr CAD** (This is reduced because we recognize that missing consecutive days of being sick at an intensive can really add up in cost). The teaching rate for any other reason for missing intensive classes (besides illness, injury or emergency) is **\$160/hr CAD**.

3 days worth of classes (21 hours) is the maximum amount of missed time at intensives that can be made up by online instructor teaching hours post intensives. And this is only possible for reason of illness, injury or emergency. We would prefer to teach make-up hours in person as this is so much more ideal for student learning, and we recognize that many students live too far away for that opportunity, so the instructor can be available for up to 3 days of missed classes to be taught by online instruction (but for anyone who can meet in person, this is the preference).

Option 2: If you have missed more than 3 days of intensive teaching time, you will need to return the following year in person to make up missed Intensive classes. We will then recommend that the whole intensive be repeated or at least all days missed. There is no tuition charged to you to return.

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Here is what we ask in return: If you already know you have missed more than 20% of the total program live online teaching hours (more than 21.4hrs), or any March or July intensives hours, we ask that you will arrange to make up any additional hours with instructors **as soon as possible after the July intensives** and to please have these instruction hours scheduled for well before the November 30 deadline. Please also understand that being taught classes online that were originally designed to be taught in person, with live movement interactions with peers and groups, may not translate well to online learning, but we will do our best to ensure you embody the material. We may also assign additional assignments that involve moving with peers, friends, family, so that you do have that live in person opportunity for certain tasks.

We also ask that you understand that the opportunity to make up missed class hours will depend on the program director's schedule and so we cannot guarantee this will take place by Nov 30, depending on demand. Therefore, if you are missing a lot of class hours that need making up you may not receive your certificate of completion by Dec 15. We will do our very best.

Thank you for honouring this missed class time policy.
Please track if you are going over 20% of online class time missed, or missing intensive classes, and get in touch with the program director to make a plan.

Questions, please reach out to the program director by text, phone (604-781-6040) or email.