

## PROFESSIONAL PRACTICE EXPERIENCE (PPE) ATTENDANCE

Students should assume the same responsibility for attendance and punctuality as regular members of staff. Absences should occur only for illness or in exceptional circumstances. A successful PPE is based on positive relationships with site mentors and staff, and to this end, regular, reliable attendance is critical for a successful learning experience.

It is the responsibility of each student to have independent, reliable transportation to their PPE sites. Many PPE sites will require an amount of travel, and this should be considered in the planning process, leading up to an assigned PPE.

Students are expected to work with their assigned PPE site mentors to establish a schedule for completion of their assigned PPE hours. Site mentors may work with a student while incorporating their input, but the scheduling of PPE hours is ultimately up to the discretion and needs of the PPE site mentor.

Students are expected to make every effort to refrain from being late or being absent from a scheduled PPE shift or activity. **If a student must be late or absent the student must notify their PPE site mentor and their PPE course instructor as soon as possible, and prior to their expected arrival.**

Other attendance related notes and expectations:

- Students are not to ask to leave early
- In the event of an absence (even if excused), the student must work with the PPE site mentor to reschedule missed hours and activities (if this is feasible for the PPE site)
- If an absence and/or activity is unable to be rescheduled, the student must report this to their PPE course instructor immediately
- Any rescheduled PPE hours must still be completed within the timeframe of the assigned PPE (due date extensions will not be given to accommodate absences and missed hours)
- If a student is unable to complete their full 80 hours, they will fail the PPE course

Absenteeism and tardiness may adversely affect the student's grade in the PPE course. These are both indicators that are included within the PPE site mentor evaluation. If, at any point, the site mentor or PPE course instructor feels that a student has abused guidelines/expectations set forth in this policy, the student may be dismissed from the PPE, which will result in a failing grade for the PPE course.

Dismissal from a PPE site may result in dismissal from the Health Information Technology (HIT) program.

Failure by a student to comply with this Policy will result in appropriate consequences, up to and including program dismissal.

Last updated: May 2015  
Effective: August 2015