



## 2022-2023 ENTERPRISE MANAGEMENT DEVELOPMENT ACADEMY (EMDA) POLICIES AND GUIDELINES

### Participants

#### 1. **Attendance:**

Attendance at classes or other learning events demonstrates a commitment to the learning process and to your fellow participants. Participants are expected to attend all sessions in the program.

Participants may have an excused absence only for critical personal illness or emergency, or family emergency (such as the critical illness of a family member). Work-related absences will be considered excused only if it is a documented emergency (example: catastrophic event such as tornado or fire). Participants who miss a class are expected to connect with a fellow participant and the instructor(s) to ensure they have received the information from the class and submit any missed assignments at a date mutually agreed upon by the participant and instructor. There will be no more than 10% or 2 missed/excused sessions permitted to graduate EMDA program.

#### 2. **Confidentiality:**

Participants are expected to treat personal or agency information they share or receive in class as confidential; to be repeated in either oral or written form outside the class.

#### 3. **Communication:**

Participants are expected to keep their immediate supervisors or other key agency managers informed as to their progress in the program, information they have learned, concerns they have, etc.

#### 4. **Evaluation:** Evaluations are a key tool in helping to build a useful and effective program for future participants.

Candidates are expected to evaluate classes fairly and honestly, and to share concerns regarding the program directly with the program's administration and/or instructors.