



Attendance, Introductions, and Photos

There are a number of actions we ask in-classroom volunteers to complete. For core courses we ask these of the Class Advisor and/or Regent Partner; for elective courses we ask the volunteer who signed up for them to complete them at the beginning of class. In the case of a volunteer signing up to perform an audit of an elective course, we ask that they also complete the following responsibilities.

Attendance

Taking attendance is crucial for ensuring that attendees are completing the required time-in-class to earn their IOM Graduate Recognition. We ask that the volunteer in the classroom take attendance. Live core course rosters can be found on the [Class Advisor Resource Page](#), while live rosters for the elective courses can be found linked in the agenda of the course description, via app or Event Hub. Printed rosters can also be available in the staff office upon request. How attendance is taken is up to the volunteer—whether that's headcount, calling names, checking nametags, having attendees sign a roster, etc. *Note, hard copies of blank lined paper will be provided for elective classes.* Please alert staff if there are any attendance concerns, i.e., repeated tardiness, leaving a class multiple times or for extended periods, missing half a class or more, or absence.

Introductions

Faculty bios can be found in the course description in the app. Please consult with the faculty member of the class as to whether they want the volunteer to do an introduction, if they would prefer to introduce themselves, or if they would like to forego an introduction. Volunteers may choose to ask an attendee to volunteer to complete the introduction, especially if the attendee knows the faculty member.

Photos

We love to see what's going on in the classroom! Please take at least one photo of the faculty member teaching once attendance and introductions have been completed. These photos are used in our social media and marketing while on-site and throughout the year. Pictures should be uploaded to the [2024 Midwest Institute Google Photo album](#).