



## Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

## Teaching Methods

Methods include individual instruction and demonstration.

## Evaluation Methods

A certificate of completion requires successful completion of all assigned work within the established time frame. Types of graded assignments will be projects, review questions and tests. Instructors maintain Performance Records in the students folders and students may review them to keep track of their points.

## Grading Policy

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = Below 60%

A course grade of D does not qualify the course as a prerequisite to other courses.

## Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at [www.mntc.edu/board-policies](http://www.mntc.edu/board-policies). Printed copies are available upon request.

While participation is not graded, MNTC expects the student to utilize either the lab or home computer as needed for completion of assignments.

While attendance is not considered for grade, students should attend the lab for assistance and make a schedule to complete all assignments.