# Paul Mitchell The School Missouri Columbia

## DISTANCE EDUCATION POLICY

### DISTANCE EDUCATION POLICY FOR ALL PROGRAMS

#### THE SCHOOL USES ASYNCHRONOUS DISTANCE EDUCATION PRACTICES

Milady is the platform that the school will use for the theory distance education portion of the program. It provides the school with a detailed report weekly as to the online theory assignments completed by the student and the exact time the student spent on the assignment. The platform monitors if there is any inactivity during the time the student is logged into the system, if so, it will log the student out and time will not be given. Each student has their own unique login associated with their name, and 4 digit student number.

All tests and theory assessments that will be used for calculating a student's GPA must be given while the student is physically on campus. Students are evaluated on academic performance for each of the Distance Education modules on a weekly basis. These evaluations are completed at the school facility, not via distance education

#### DISTANCE EDUCATION SOFTWARE AND GUIDELINES

The school uses the following programs to monitor and tracking Distance Learning; Milady.

#### MILADY

Milady is your online theory. You will be emailed the registration link in Core and then follow the prompts to create a unique user profile. Milady monitors your online hours through videos, reading, animations and online activities. Weekly agendas are placed on Google Classroom and monitored by the Theory Leader, Campus Advisor and Director.

#### DISTANCE LEARNING TRACKING

Your participation is measured through online tracking on Milady platform.

#### DISTANCE EDUCATION POLICIES AND PROCEDURES

- Learning Leaders are available to answer questions through Instructor email and customer relationship management text messages, we also offer zoom meeting availability for questions
- Assignments are assigned on a weekly basis as a part of our Milady curriculum
- All assignments are due Sunday at 11:59 PM
- All Distance Education theory tests must be completed on campus
- Students only receive hours for the time that is logged and tracked in the Milady platform
- Students cannot clock on-campus hours at the same time as participating in asynchronous activities on the Milady platform
- Weekly distance education inspections take place on campus within our in person classes, we provide in person question/answer time with an instructor over the distance education theory, class discussions, with necessary coordinating demos and/or lectures

## DISTANCE EDUCATION ASSESSMENTS

Students must complete a distance education written assessment and practical skill assessment. These are based on performance and must be completed on-campus each month. The distance education assessment will focus on the distance education subjects covered during that time period. Students must receive a grade of 75% or higher on each distance education written assessment and each practical skill assessment. Only students enrolled in the distance education program are required to complete these assessments. (Refer to each program Testing and Grading Procedures).