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Level One and Level Two Pre-Recorded Video Usage and Make-Up Time Policy

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Introduction:

- It is now possible to have pre-recorded video content be part of the classroom hours. This can be a great way to deliver some of the content. Given how critical an energetic group exchange is in the formation of the consciousness of a teacher, we want to *set reasonable minimum limits to how much of a program must be delivered "live"* (online or in-person).
- Given that a primary method for students making-up missed classroom time is watching a recording of the class, the same minimum amount of live training time applies to students who are making-up missed time as well. This means that there is a limit to how much a student can miss and make-up via watching the recordings.
- Students in a KRI Teacher Training program are encouraged to have 100% attendance. However, we understand that students have important commitments outside the classroom, and emergency situations do arise. Should extenuating circumstances impact attendance, students are permitted to miss class, provided they work with the program's Lead Trainer to make up any missed hours. It is the student's responsibility to work out an acceptable make-up plan.
- The lead trainer may, at their discretion, set a reasonable limit to the amount of the classroom hours that can be missed and made-up. A lead trainer can have a policy for their trainings (as long as it is clearly shared with the students) that allows less missed classroom time and/or less pre-recorded content. This policy sets the minimum hours of live trainings time for all KRI certification programs,
- Pre-recorded material can be:
    - Recordings of a teacher teaching in-class sessions with current group
    - Recordings of a teacher teaching in-class sessions of a prior group / some other group
    - Material recorded especially for video-learning with teacher teaching
    - Material recorded of group discussions or group-work
    - Interviews of experts

Pre-recorded content:

- **KRI Level One teacher trainings** must have at least **153 live classroom hours.**
    - Live classroom hours can be in-person or online, or any combination of the two, so long as the training is happening synchronously – i.e., the trainer and students are present at the same time.
    - Note that there are a minimum of 180 classroom hours, but trainings can offer more than that. If, for example, your Level One program has 220 classroom hours, you could offer the minimum 153 live, and the remaining 67 pre-recorded.

- **KRI Level Two teacher trainings** must have at least **41 live classroom hours.**
- Notes:
    - Does watching a pre-recorded video with a trainer present count as pre-recorded content or not? If it is watched in a group setting, with a trainer present, it would be considered part of the live classroom time, not pre-recorded.
- Guidance on how/when to effectively use pre-recorded content
    - When recording a live, in-person session to be used later, be mindful of student confidentiality! Some personal sharing might be ok with members of the same cohort (that are used to and comfortable with one another), but wouldn't be appropriate for sharing with a student in next year's training (for example).
    - Some topics require more discussion and group interaction than others – do your best to choose topics that work best as individual studying for pre-recording. If you cover topics that generally evoke lively discussion, you can indicate this on pre-recorded material so students know.
    - Educate yourself on pedagogical issues on pre-recorded material. Some basic tips are:
        - Pre-recorded material tends to work best when it is an addition to in-person learning session, so it is better to have pre-recorded segments of a topic rather than a whole topic pre-recorded
        - Pre-recorded material works well, watched both prior and after in-class sessions. Prior material can help cover basic concepts beforehand so in class learning is deeper. After material can clarify special cases, provide repetition for necessary learning, help in time management if there is no time to cover a specific segment.
        - It is good to encourage students to take notes when watching. Use also quizzes or questionnaires to motivate focused watching, which can be a problem with pre-recorded material.
    - Use blended learning techniques – if material is pre-recorded, there can be in person discussions and group work based on it.

Missed Live Classroom Time:

- If a student misses live training time to the extent that they have not participated in the minimum live training hours required, they will have to make up at least some of their missed time with live (synchronous) training time. The details of how much time a student can miss, and how they make it up, is largely up to the lead trainer's discretion – as long as the student has enough live training time. This could be, for example, in the next training offered by the same trainer or school; or, if all the logistical and financial issues can be resolved, in another trainer's training. Another possibility is that some member of the training team holds a small group session to cover the missed material, experience(s), and hours. Private make-up sessions could work to make up some time, but because they are not in a group setting, they would not be appropriate for all the make-up work.
- Each lead trainer is responsible for setting a clear make-up work and time policy, specifying how much classroom time a student in their program can miss and still certify, and how the student must make up three critical aspects:
    - the missed classroom time,
    - missed content (information), and
    - missed experiences (kriyas, small group discussions and other practices).
- Make-up work for missed classroom hours should give the students the opportunity to make-up all the different elements that they missed: missed classroom hours (which could be made-up with

independent study/readings for example, or watching a recording of the class(es) missed), missed experiences (which could be made up with home-practice of the kriyas and/or meditations that were done in class), and missed information (which could be made-up with reading the textbook sections covered and writing a short report, for example).
    - Watching recordings of a missed class can work, as long as some considerations are taken into account.
    - Watching a recording can deliver information, but not group discussions. If interactive activities were part of the classroom hours missed, the trainer must work with the student to design an alternative. For example, the student may need to find 3 other students from their class and set up a similar group discussion as was held during the classroom time
    - Watching recorded lectures for make-up work would count as part of the Pre-Recorded content limit mentioned above. So if the course already includes a significant number of asynchronous (pre-recorded) classroom hours, this method of make-up work may not be a viable option, and the lead trainer may reasonably impose a stricter limit on the synchronous (live) classroom attendance
- Missed training hours that have not been made up, will prevent certification from the program.
- Students may appeal a decision of their lead trainer to KRI directly by emailing the Executive Director of Teacher Training at ceo@kriteachings.org.

Exceptions to this Policy

- KRI recognizes that every situation is unique, and that sometimes exceptions are appropriate.
- As with all of our policies, we want to honor the spirit in which they were created. In this case, this includes a recognition that experiences of group consciousness are critical to the nurturing of Aquarian Teachers, as well as meaningful student-teacher interactions.
- Any trainer can always request an exception by emailing the Executive Director for Teacher Training, ceo@kriteachings.org.