

Certificate Program in Social Emotional Arts

Expectations & Policies Agreement

Completion of Assignments:

- Pre-session assignments (PSAs) need to be completed prior to each session date (even the first session) to *prepare* for the session. Assignments typically involve brief reflections on how a reading, video, or experiential activity is meaningful to you personally or professionally, with occasional assignments involving such things as observation, interviews, or journaling. Various assignments may take more time to complete than others. Assignments are managed electronically through the Thinkific course curriculum website.
- Small group presentations and reports, to be completed in the last session of the certificate program, should reflect adequate mastery of the material. A Certificate Program in Social Emotional Arts faculty panel will determine whether the course material has been adequately mastered, based on criteria that will be made in advance. For added fairness, groups will be asked to describe individual contributions of team members in their report.
- Post-session surveys need to be completed after each training day and upon completion of the certificate program. Your feedback is appreciated and helps us to improve the program development and delivery.

Attendance & Participation:

- Please attend each live session in full and arrive on time. This online, distance learning training will be conducted in the Zoom meeting format, so please be prepared to turn on your computer's webcam and microphone.
- Please be prepared to participate actively in class discussions (as well as in individual and small group experiential activities), listen, ask questions, apply what is learned between sessions (when possible), and work on personal presentation skills throughout the training.
- Please be sure that your preferred email address is listed on your application and remember to check it regularly for program updates. Once provided to you, please save the email address of the Programs Manager into your contacts list or adjust your settings to allow emails from this address to be delivered to your inbox, in order to prevent these messages from going into your spam/junk folder.

Missed Sessions:

- **All sessions in the Certificate Program in Social Emotional Arts need to be attended live in order to receive the certificate.** We strongly discourage missing

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any live session days because the sessions build on one another and prepare you for the report and presentation.

- In the event of a family tragedy, life-threatening event, or comparable situation, a fully or partially-missed day must be made up in the following ways within a year from the start date of your Certificate Program in Social Emotional Arts in order to obtain the certificate:
 - Pre-session assignments must be completed and turned in by the final session of your cohort's Certificate Program in Social Emotional Arts.
 - A missed day must be made up during a future offering of the Certificate Program in Social Emotional Arts, or a comparable alternative will be determined by the Programs Manager.
- If multiple days, or the presentation day, are missed, the staff may recommend that you re-enroll in a future offering of the Certificate Program in Social Emotional Arts, provided that space is available and that you re-enroll within one year of the start of your training. Your fees would be credited toward the training, and you would only be responsible to pay the balance of any fee increases.

Electronic Devices:

- Please disable any notifications from your phone that may be connected to your computer to avoid any sound disruptions. During class time, please also silence and put away all electronic devices not in use for the training.

Digital Media Release Policy:

- By registering, you give Arts & Healing Initiative approval to record this event, still and/or moving images from which may appear in printed materials or digital channels for archival, educational, or promotional purposes. Note: Zoom breakout rooms are not recorded.

Duplication of Curriculum Materials:

- Curriculum materials have been created for the use of Certificate Program in Social Emotional Arts trainees only. Please do not reproduce, post, or circulate without permission, as they are copyrighted.

Certificate Issuance:

- The certificate will be issued electronically. To keep costs down, the program is being offered through the nonprofit organization that supports Arts & Healing Initiative, and not the University of Los Angeles, California (UCLA); therefore, no formal university

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transcript will be generated via enrollment in the Certificate Program in Social Emotional Arts.

- Only those who have received the certificate will be able to state—publicly, in résumés, on the web, or in any other places—that they have taken and completed the Certificate Program in Social Emotional Arts. Certificate holders are effectively endorsed by Arts & Healing Initiative, which has a responsibility to the community to uphold the quality of its trainees. The higher their quality, the greater the value of the certificate.
- To receive a Certificate of Completion for the program, you must successfully meet the following requirements:
 - Completion of all pre-session assignments and post-session surveys, including the group report and presentation, by the final day of the program.
 - Completion of payments and attendance at all sessions (or approved alternatives, in the event of an emergency situation, as specified in the section above), within one year from commencement of the program.

Withdrawal & Cancellation Policy:

- Withdrawal and cancellation refund requests must be submitted in writing to sea@artsandhealinginitiative.org with the subject header “SEA Withdrawal/Cancellation Refund Request.”
- Arts & Healing Initiative’s refund policy for trainees who withdrawal or cancel enrollment in the Certificate Program in Social Emotional Arts is as follows:

Enrollment Cancellation 30+ Days Before Training Start Date	Full refund less a \$100 administrative fee
Enrollment Cancellation 20 – 29 Days Before Training Start Date	Full refund less 20% of total tuition cost
Enrollment Cancellation 1 – 19 Days Before Training Start Date	Full refund less 25% of total tuition cost

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No Show or Withdrawal on Week 1	Full refund less 30% of total tuition cost
Withdrawal on Week 2	Full refund less 40% of total tuition cost
Withdrawal on Week 3	Full refund less 50% of total tuition cost
Withdrawal on Week 4	Full refund less 60% of total tuition cost
Withdrawal on Week 5	Full refund less 70% of total tuition cost
Withdrawal on Week 6	Full refund less 80% of total tuition cost
Withdrawal on Weeks 7, 8 or 9	100% of total tuition cost owed

If there is a balance owed to Arts & Healing Initiative, the balance must be paid in full within three months from the withdrawal date of the Certificate Program in Social Emotional Arts.

- Requests for any exceptions to the above policy will be considered only under emergency circumstances and only if a request letter is sent describing the trainee's circumstance to sea@artsandhealinginitiative.org.