

FOUNDATIONS OF FIELD LEADERSHIP

COURSE #8

April 3 – May 29, 2025



Program Requirements and Expectations

Please review this document and **make sure you understand the requirements**. If you have any questions or concerns, please contact us to discuss before the first day of class.

To Take This Course You Need:

1. Consent from your direct supervisor to step away from your work area for 90 minutes each week to participate in the live online lecture
2. An additional half hour per week for completing weekly course requirements (video assignments & quizzes)
3. Access to a laptop or tablet
 - Every student must log in individually from their own device (even if you are from the same company, you may **not** share a login/computer for attendance tracking purposes).
 - We recommend that you do not try to log in from your phone. A phone will do in an emergency, but it's too small to really see the instructor and their slides.
4. A stable internet connection fast enough to allow for video streaming
5. An active email address to receive course information and reminders, as email is the primary method of communication for this course.
6. A web browser (Chrome, Safari, Edge, etc.) to access the online learning portal (where all your assignments and course content live)
7. A Zoom account to join the lectures (the free version of Zoom Workplace is perfectly fine)

To Receive a Certificate of Completion You Must:

1. Show up on time to lecture and attend/view all lectures in the program.
2. Watch a weekly video clip and answer a few short questions about it.
3. Participate in lectures. This will include completing polls and short-answer chat questions during class.
4. Complete all 8 weekly quizzes by their deadlines.

Attendance Requirements:

- The weekly 'class timeframe' is 90 minute long:
 - It starts on the hour, with 15 minutes for you to put down your tools, leave your worksite, and log in via your laptop/tablet in a quiet place.
 - **Lecture begins 15 minutes after the hour** and is roughly 60 minutes long.
 - After lecture, there is a 15 minute 'bonus period' if you want to ask questions about the class or get advice from your field leader instructor. This is optional, but we encourage you to stick around.
- We know that a jobsite is full of distractions! To minimize this, during class please:
 - Find as quiet a place as possible
 - Silence your cell phone and turn off your email program/notifications
 - Make sure people know you are unavailable for the 90-minute class timeframe.
- We know that a jobsite can be unpredictable!
 - The lectures will be recorded in case of emergencies, but **you must attend a minimum of 6 live lectures to receive a diploma.**
 - You can make up for **up to 2 missed classes** by watching a recording of the lecture that you miss. All make-up assignments must be completed **by their deadline before the next week's lecture.** You will receive more information via email from Olivia if you are absent from a class.

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Course Timing:

- Class time is as follows, by time zone:

Pacific (PDT)	Mountain (MDT)	Central (CDT)	Eastern (EDT)
8:00am-9:30am	9:00am-10:30am	10:00am-11:30am	11:00am-12:30pm

Timeframe includes 15 minutes for you to put down your tools, leave your worksite, and log in via your laptop/tablet in a quiet place. Lecture begins 15min. after the hour: late arrival *may be considered a failure to complete certification requirements.*

- Classes are on **Thursdays**. Please review the list of dates below to ensure you will be able to attend. If you know you will be absent, it is your responsibility to email Olivia at olewis@mcaa.org ahead of time.

FFL 8 Course Dates (Thursdays, 4/3-5/29)			
Week 1	April 3rd	Week 5	May 1st
Week 2	April 10th	Week 6	May 15th
Week 3	April 17th	Week 7	May 22nd
Week 4	April 24th	Week 8	May 29th

NOTE: There is no class on Thursday, May 8th.

Class Components and Setup:

- 1-2 weeks before the course begins, you will receive an email with instructions on how to access the MCAA Online Training portal and set your password to prepare for first use. You will access all course content – including Zoom links to the live lectures and all other assignments – through this portal. We recommend bookmarking this page and saving your password for easy access.
- All course lectures are live, and you need Zoom to attend them. **Be sure you have Zoom set up on your computer/tablet, that you can log into Zoom, and that the name on your Zoom account is your first and last name.**
 - This is important for attendance tracking: if “Joe Smith” shows up in Zoom as “jsmith”, the system can’t count his attendance and he doesn’t get credit for attending lecture. You can find instructions for changing your name in the following link: [change your Zoom name](#).

Questions/Changes:

For questions about registration (including requests to cancel), please email events@mcaa.org.

For all other questions, contact Olivia at olewis@mcaa.org.

Olivia Lewis, FFL Program Coordinator
(561) 714-5952
olewis@mcaa.org