

Classroom Etiquette

Outlined below are some guidelines for expected behavior in class. Behavior that you present in the classroom may be reflected in the course grade as well as in letters and calls of recommendations from your instructor. A classroom atmosphere can be much more enjoyable for everyone if there is cooperation. Many students wonder why they do poorly on a test or don't know what is going on -- maybe you have made some of the errors below.

Etiquette - 1. the forms, manners, and ceremonies established as acceptable or required in social relations, in a profession, or in official life. 2. the rules for such forms, manners, and ceremonies.

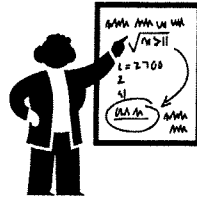
Decorum - propriety and good taste in behavior, speech, dress, etc. An act or requirement of polite behavior.

Source: Webster's New World Dictionary

- 1. Do not skip/miss a class and then ask the instructor to go over the material again that you missed.**
You are responsible for all materials covered in the class you missed. **Ask another student (NOT the professor)** for their notes or what assignment was given. Assignments are listed on the syllabus. When it says they are due, don't ask if you can hand it in later -- no late assignments are accepted. Also, don't ask the instructor if you missed anything important - everything is important or it wouldn't be covered in class! If you have a more serious or ongoing problem that will keep you out of class, you need to make the effort to come in and discuss it with the professor as soon as possible.
- 2. Do not chat with your neighbor during class.**
Most instructors don't mind if you ask your neighbor something quietly, but talking to classmates during lecture and presentations (whether a student or guest speaker) disrupts the normal learning environment. If you desire to engage in such behavior, you may be asked to leave the class. If you need the professor to slow down or to review some material raise your hand and ask them to do so -- it's much more effective than complaining to your neighbor. If you need to catch up with a friend find time to do so outside of class -- if you cannot find the time maybe you are really not needing to catch up after all.
- 3. Cell phones must be turned off while you are in class so they do not ring.** If you have a buzzer system and feel a need to take calls, leave the room before you answer. In general, the campus police can track you down in the case of an emergency or you should stay at home rather than engage in this disruptive behavior in class.
- 4. Reading of materials (i.e., newspapers, textbooks from other courses, materials for an organization), doing the homework due that day, etc., should not occur during the presentations and lectures.** If you need to do these things, leave the class first.
- 5. Do not show up late or leave early.**
It's disturbing! If you must disturb the class in this way, enter quietly and sit in the chair closest to the door. This behavior gives the impression you do not care about the class, the other students and the instructor. In addition, important material is taught throughout the class time -- not just when you manage to get there. Of course, if you are having an emergency, you should simply leave. Otherwise, Do not ask the professor if it will be "OK" for you to leave early/come late. If, despite this etiquette issue, you have made the decision to arrive late or to leave early, seat yourself near to an exit so your behavior disrupts as few people as possible.
- 6. Do not cut the instructor off at the end of class.**
The instructor has the right to finish her or his thought at the end of class and conclude in an orderly manner without people walking out, juggling materials, coats, etc. You may also miss important information if you are not attending to it at the end of class. The ten minutes between classes is plenty of time to get from one place to the next on campus.
- 7. Sleeping in class is not acceptable.**
Sleeping in class is disrespectful (especially when someone is giving a presentation or there is a guest speaker). If you're tired you might as well stay home and get the sleep. Class attendance is based on both presence and on participation (which won't occur while you are sleeping).
- 8. Don't interrupt others and be polite in your speech and manners - no profanity or lewd language.**
- 9. Respect the Facilities.** Students are expected to help maintain the appearance of the classroom. Whatever you bring into the classroom should leave with you. After class, discard/recycle all trash. Someone else does not want to sit in your mess.

Inspiration: Classroom Etiquette, J. A.N. Lee, 1999. Classroom Etiquette in College, L. Susanka, Bellevue Community College, 1998. Kellogg Classroom Etiquette, Office of Student Affairs, Kellogg University. Schneider, A. (1998). Colloquy, The Chronicle of Higher Education, Inc.

HOW TO ACT IN A COLLEGE CLASS



Knowing how to act in a new situation is never easy. Being uncertain about the proper things to say, the proper way to address someone, and the proper manners can make a person uncomfortable and insecure. A college classroom is a new environment for most students. It is traditionally a more formal situation than a student may have experienced in high school. Most of the instructors are men and women who have masters or doctoral degrees and hold titles like assistant professor, associate professor, and professor. College professors tend to view their classroom as a formal place of learning where noise, neighborly chit-chat, tardiness, and disruptions are not merely annoying but unacceptable. Cute or humorous behavior in a high school classroom may prove embarrassing and costly in a college classroom.

PURPOSE:

This exercise is designed to help you feel more comfortable in your new college environment.

DIRECTIONS:

A.

Working with a friend or classmate, brainstorm a list of behaviors that would be appropriate and inappropriate for a college classroom setting. It might include ways to act, ways to address instructors, and even ways to dress.

Appropriate

1. Raising hand to ask a question
2. Being on time
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Inappropriate

1. Sleeping
2. Interrupting the teacher
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

B.

Take the list of inappropriate behaviors you have made in part A. Have you exhibited any of these behaviors in a high school or in a college class during the past six months? If so, then write a **paragraph** discussing the following questions.

1. Do you realize your behavior was inappropriate?
2. Why do you think you behaved that way if you knew it was inappropriate behavior?
3. How would you feel if you were the teacher and someone in your class had acted in a similar way?
4. As the teacher, what would you have done or said to that person to try and prevent the behavior from occurring?

C.

If you have never exhibited any of the inappropriate behaviors you listed in part A, write a **paragraph** explaining how and where you learned not to behave inappropriately and why you think others have failed to learn how to behave in a reasonably appropriate manner.

Classroom Etiquette Fill-In-the-Blank Exercise

Choose the correct word and type it in the box:

1. Raise your _____.

finger

hand

nose

2. _____ your name.

write

raise

open

3. _____ your book.

sit

stand

open

4. _____ to the board.

sit

go

raise

5. _____ down.

stand

open

sit

6. _____ up.

stand

go

raise