

## **HCC's Ybor City Campus Classroom Etiquette and Proper Student Behavior**

The way you present yourself in the classroom makes an impression on your instructor and your classmates. Do you present yourself as a serious, dedicated student, or do you come off as uninterested or maybe even disruptive? As a college student, you are expected to act in a mature manner. Below is a list of **Do's** and **Don'ts** for the college classroom that will help facilitate a learning centered atmosphere:

### **Take responsibility for your education**

Instructors are here to create a learning environment – whether or not you learn depends on your willingness to listen, ask appropriate questions, and do the work necessary to pass the course.

### **Attend class**

Students who attend class, listen to the instructor, ask questions, and take good notes are more likely to pass with a higher grade. If you must miss a class, contact your instructor ahead of time to let him or her know that you will not be in class. **DO NOT** ask the instructor to repeat material you missed because you skipped a class.

### **Be on time**

Walking in late disturbs everyone. At this college and many places of employment, tardiness communicates lack of interest and lack of dependability. If you cannot avoid being late, make sure to be unobtrusive about your entry.

### **Come to class prepared – turn your work in on time**

Complete assigned reading before coming to class. Make sure to bring common classroom supplies such as a pencil, paper, textbook, test materials, etc. along with completed homework. Students who attempt to complete their assigned homework in classroom at the last minute often earn lower grades and are more likely to miss deadlines.

### **Do not get up and walk out halfway through the class**

It disturbs people and gives the unmistakable impression that you don't respect the class, the other students or the instructor. The instructor has the right to finish his or her thought at the end of the class period and conclude the class in an orderly fashion without people standing up and walking out.

### **Unpack before class / pack after**

The sound of zippers on backpacks along with the rustling of papers and/or jackets also disrupts the classroom and indicates lack of respect.

**Ask appropriate questions**

It's good to ask questions and make comments, but keep them related to the discussion at hand. Dominating class time with too many questions or comments prohibits other students from participating in discussions.

**Practice common courtesies**

- Remember that in college, as in every other area of life, politeness and respect count.
- Do not have private conversations with your neighbors during class.
- Turn off cell phones and beepers. The noise is distracting to other students.
- Respect all opinions. Others may have different ideas and opinions, they may ask questions that you perceive to be "stupid," but they deserve the same level of respect from you as you wish from them.

**Respect your instructor**

Openly challenging the instructor's knowledge or authority in the classroom is improper. If you have differences with your instructor's information or teaching methods, you may want to discuss your issues with the instructor outside of the classroom in a non-confrontational manner.

**Do not bring children to class – plan ahead for child care.****If you are struggling with your coursework, seek assistance.**

Your instructors are willing to assist you; however, there are many other ways to get help.

- Free tutoring is available through the Ybor City Campus Tutorial and Writing Center, YLRC 201-B, phone: 253-7691, Fax: 259-6447
- Hours of Operation are M – Th 9:00am – 7:00pm & F 9:00am – 1:00pm
- Tutoring by E-Mail: [ybtutor@hccfl.edu](mailto:ybtutor@hccfl.edu) (Please allow 24 to 48 hours for a reply.)

**Reading of materials, newspapers, textbooks from other courses, etc.**

Reading of materials, other than those pertaining to the class you are in, should not occur in the classroom. Homework should not be done in class – it should be completed outside the classroom.

**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 present to the end of class. The ten minutes between classes is plenty of time to get from one place to the next on campus.

### **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).

### **Don't interrupt others and be polite in your speech and manners - no profanity or lewd language.**

### **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.

### **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 really do not need to catch up after all.

### **Don't ask these questions which are classic sources of annoyance for professors:**

- “I missed class – did you do anything important.”
- After chatting with your friend for five minutes, “Could you repeat that?”
- In the middle of a fascinating discussion on a new concept: “Will this be on the test?”
- At the end of the semester after missing numerous assignments: “Is there extra-credit in this class?”

If you make an effort to participate and get the most out of class, your professors will see that effort and reward it. (You will also be getting your money's worth from college.)