

CLASSROOM ETIQUETTE AND STUDENT BEHAVIOR GUIDELINES

The purpose of this information is to assist students in understanding proper and appropriate classroom behavior. The classroom should be a learning centered environment in which faculty and students are unhindered by disruptive behavior. You are a college student and are expected to act in a mature manner. Unfortunately, there are some students who seem to be disrespectful of the learning process and their fellow students. Faculty have the authority to manage their classrooms to ensure an environment conducive to learning. Florida Statute Title XLVIII, Chapter 1006.61 states:

(1) Any person who accepts the *privilege (emphasis added)* extended by the laws of this state of attendance at any public postsecondary educational institution shall, by attending such institution, be deemed to have given his or her consent to the policies of that institution, the State Board of Education, and the laws of this State. Such policies shall include prohibition against disruptive activities at public postsecondary educational institutions.

(2) After it has been determined that a student of a State institution of higher learning has participated in disruptive activities, such student may be immediately expelled from the institution for a minimum of 2 years.

Take responsibility for your education

There is a common myth among students that because they pay tuition they deserve to receive credit for the class. This is not true. In fact, students pay only a small fraction of the cost of their education; taxpayers pay the rest. Instructors are here to create a *learning environment*. Whether you learn depends on your willingness to listen, ask appropriate questions, and do the work necessary to pass the course. If your academic preparation from high school is weak or if you have been out of school for a period of time, you may have to work harder and seek more help in order to succeed. Here are some useful suggestions:

Attend every class: You will find that students who attend every class, listen to the instructor and take good notes will be more likely to pass (with a higher grade). If you have an emergency or illness, contact your instructor ahead of time to let her/him know that you will be absent. A local study showed that students who missed the first class meeting were more likely later to withdraw or fail. Important note: if you miss a class it is your responsibility to meet with other students or the instructor, outside of regular class time, to determine a plan to make up the missed work.

Get to class on time: Students who walk into the classroom late distract other students in the learning environment.

Do not have private conversations: The noise is distracting to other students.

Turn beepers and cellular phones off: It is also very distracting to hear someone's beeper or cellular phone go off in class.

Do not dominate other students' opportunity to learn by asking too many questions: It's good to ask questions and make comments, but if you dominate the class time with too many questions and/or comments, the instructor and other students cannot participate in class discussions. Also, when asking questions and making comments, keep them related to the discussion at hand.

Respect your instructor: Openly challenging the instructor's knowledge or authority in the classroom is not proper. If you take issue with the instructor's information or instructional methods, make sure that your comments are made without confrontation or antagonism. You may want to discuss your issues with her/him privately.

Instructors' classroom policies, procedures and teaching styles vary: Some instructors enforce attendance policies vigorously; other instructors are more lenient about attendance. Assignments and classroom activities are at the prerogative of the instructor. Each instructor has the freedom and authority to set the guidelines and policies for their classroom (within the overall policies of the University).

Your classmates deserve your respect and support: Others may have different ideas and opinions from yours, they may ask questions you perceive to be "stupid," but they deserve the same level of respect from you as you wish from them.

Come to class prepared: Students who forget common classroom supplies such as a pencil, paper, books, test materials, etc. usually waste class time. Students who have not completed their assigned homework many times ask questions that could have been answered through their assignments.

Turn in your work on time: It is important to plan ahead. Students who wait until the last minute to do their work usually make lower grades and are more likely to miss deadlines. Study and do your assignments every day. If a problem occurs at the last minute such as a computer malfunction, you will still be prepared.

Do not bring children to class: Children in classrooms are distracting to the instructor, other students, and you. You need to plan ahead for childcare.

When having academic difficulty seek assistance: Your instructors are willing to assist you, however, there are other ways to get help, for example, through tutorial sessions. Check with your advisor or the Departmental Office for the course you are having difficulties with.

If you have questions or need assistance, please make an appointment to see your instructor or academic advisor; he/she is willing to assist you so you can succeed.

(Modified from a document prepared by the Dean of Students Services, PBCC, Eisey Campus)

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January 2007