

Classroom Etiquette

What is Not Proper Classroom Etiquette?

Classroom Etiquette

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What is NOT Proper Classroom Etiquette?

Key Words and Definitions

- Manners - social conduct or rules of conduct as shown in the prevalent customs
- Etiquette - the conduct or procedure prescribed by authority to be observed in social or official life
- Civility - courtesy, politeness, polite act or expression

What is NOT Proper Classroom Etiquette?

1. Addressing the instructor in a casual manner

- Ex: “Hey dude, what’s up?”
 - This is ok for your friends but not appropriate for your college instructor
 - This even applies for instructors who dress and behave casually
 - Avoid personal comments or questions about their manner of dress or family
- The instructor may be friendly, but he/she is not your BUDDY
 - An instructor who is overly friendly is crossing the line himself/herself, and is luring you into another area of behavior that can be devastating for both of you

What is NOT Proper Classroom Etiquette?

2. Habitually arriving late to class

- While some instructors are lenient about tardiness, it is disruptive to the lecture or other activities when all heads turn to watch your entrance
- If your schedule just won't allow you to get to class on time, drop the class and take one that is convenient for you
- Instructors have their own way of doing roll call. If you are late to class, then consider yourself absent. Remember that in college, three absences and you may be automatically dropped (look at your syllabus)

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3. Habitually leaving class early

- Don't schedule your job, other appointments nor activities during your class hours
 - “Last semester a few of my students would come to class to take the quiz that I give at the beginning of class, then leave. Even though these students left quietly, they routinely missed the rest of the class which included the lecture and discussion of the concepts. This lack of clarity revealed itself in their test results.”
- Don't expect your instructor to dismiss class early
 - Please plan accordingly to stay until the end of class. If and when this happens, stay behind and review your notes immediately right after class

What is NOT Proper Classroom Etiquette?

4. Dominating classroom discussion

- Some students jump into classroom discussion so enthusiastically that they trample through the instructor's lecture interjecting comments
 - Even to the point of interrupting the instructor with some point you want to make
- This type of student usually upsets:
 - The instructors
 - Infuriates the students

What is NOT Proper Classroom Etiquette?

5. Answering your cell phone in class

- Turn **OFF** your cell phone and pager before entering class
 - This is definitely not cute nor impressive
 - This is disrespectful and impolite
- Texting is simply not acceptable at any point in any college course
- Instructors will and have the right to ask you to leave their class

What is NOT Proper Classroom Etiquette?

6. Eating and drinking in class

- Although some instructors of early morning classes may tolerate your cup of coffee, other instructors are not so generous
- The possibility of spilling something, not to mention the disruption it causes, has lead many colleges to post **“NO EATING or DRINKING”** signs in classrooms, libraries, auditoriums and labs
- And, the reality that classroom carpets are cleaned infrequently may mean that you and your fellow classmates must endure the spots, stains and odors all semester

What is NOT Proper Classroom Etiquette?

7. Chatting during class discussion or while fellow students are giving oral reports

- Your fellow students appreciate a quiet learning environment and resent students who continually disrupt the good manners
 - “The one time in 12 years that I have evicted students from my class was when two young men were snickering at students as they gave oral reports”
- This behavior can land you in front of the Dean of Students and may lead to you being expelled from the college

What is NOT Proper Classroom Etiquette?

8. *Angrily confronting the instructor*

- Spend time understanding the course syllabus and requirements from the start to cut down on later misunderstandings
- Although some instructors are laidback about attendance, other instructors have **zero tolerance** for tardiness even to the point of locking the classroom door and/or counting you absent
- Some instructors accept late and makeup assignments, while others don't
- If you meet with the instructor as problems arise you will avert problems

What is NOT Proper Classroom Etiquette?

9 MISS CLASS WITHOUT NOTIFYING YOUR INSTRUCTOR:

- Contact your instructor when you have to miss class
 - When you have to miss class for legitimate reasons or when you miss class because of illness
- You may even be able to obtain copies of lecture notes or schedule a meeting during office hours to discuss what you missed
 - Do not, however, ask the instructor in class to go over material you missed (for whatever reasons)
- When alerting the instructor about having to miss a class, do not begin the conversation with the awful question:
 - “Are we doing anything important in the next class because I have to miss it.”
 - If the professor was not planning to do anything, the class would probably be canceled, right?

What is NOT Proper Classroom Etiquette?

#10. Avoid Signaling, Sending Signs That Class Time is Up.

- Instructor pet peeves in sending such signals:
 - Students shutting their books loudly
 - Unzipping and zipping their backpacks
 - Making noises that class time is complete
 - It is presumption and rude for the student to tell the instructor that class is over
- Some instructors make a habit of going over class time, but most of them know how to tell time
 - Some students actually get up and walk out of class
- If your instructor does seem to have a problem with ending class on time, chat with him or her outside of class -- especially if it is making you late to your next class

What is NOT Proper Classroom Etiquette?

List of Don'ts

- Doing homework for another class during the lectures
- Working on your social calendar during the lectures
- Acting like you have somewhere better to be
- Making annoying noises during lectures
- Talking to/playing with others during the lectures
- Blowing bubbles, snapping or otherwise playing with gum
- Yawning with an open mouth
- Sleeping in class
- Passing personal notes to other classmates
- Making sarcastic comments about other student's questions

Classroom Etiquette: Words of Advice

Advice from Weber State University:

Don't ask these questions which are classic sources of annoyance for instructors:

- “I missed class – Did we 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 instructors will see that effort and reward it. (You will also be getting your money's worth from college.)

Classroom Etiquette: Words of Advice

- **Do know that it is o.k. to....**
 - Use your intellect
 - Tape-record lectures
 - Question what you are being told
 - Interrupt to ask a pertinent question
 - Interrupt to make an interesting comment
- **Remember:**
 - Your class is not so large that you can become invisible. Watch your body language, scowling, slouching, sleeping, yawning or other obvious expressions of boredom that will draw attention

Classroom Etiquette: Group Activity Worksheet

How to Act in a College Class (Worksheet)

Link: <http://www.ferris.edu/fsus/Faculty/topics/etiquette.html>

PURPOSE:

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

Classroom Etiquette: Group Activity Worksheet

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.
- 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?

Classroom Etiquette

- Questions
- Comments
- Feedback
- Sources

http://www.pc.cc.va.us/SSS/classroom_etiquette.htm

<http://www.mycollegesuccessstory.com/academic-success-tools/classroom-etiquette.html>

http://www.suite101.com/article.cfm/college_success/41072

<http://www.ferris.edu/fsus/Faculty/topics/etiquette.html>

Thank you