

Course and Classroom Etiquette-Guidelines-Thoughts

Revised 73010

These are for your interest and when abided by, heeded consistently will increase the likelihood of a better grade than if you don't. If you need clarity please contact me: Dr. Tim Becker 858-349-2040 tim-becker@att.net.

Remember: college is voluntary and expensive and an investment in future success.

Class expectations and graduation requirements change occasionally, be sure to check early on about possible changes and expectations when you switch departments, majors, and instructors...the earlier the better. You are expected to take responsibility for what you do and don't do, as well as for the consequences of your decisions.

Assignments equal about 3 hours per credit hour per week. You need to take and review class notes and text material regularly...repetition is king. You are assigned substantial amounts of reading and writing which may not be directly addressed in class.

Professors are usually open and helpful, but most expect YOU to initiate contact if you need assistance. They expect and want you to attend their scheduled office hours...let them get to know you and vice versa. They have been trained as experts in their particular areas of research. They expect you to get from classmates any notes from classes you miss...and don't believe that nothing important happened.

Further, profs may not cover/will not cover everything in the text/readings, it's up to you to use them as a jumping off point. They write on the board (white/green, whatever) for a purpose, usually accentuating things important. They expect you to think about and synthesize seemingly unrelated topics. Read, reread, reread the syllabus regularly and before/during/after assignments, activities. If it's in the syllabus you will be referred to it for explanation.

Your professor will serve as a guide, mentor, and resource to achieve excellence in class and be able to apply the content later in life or immediately. Master the basics and adapt them to the situation and goals and resources.

Makeup assignments and tests are rare. Extra credit means extra work and are even rarer, so do your best on the normal regular assignments, extra credit is not a fallback.

Don't miss out...continue to next page or over.

Other fine points:

Be ontime...I will be.

Participate...share, question, critique, design your thoughts or those of others regularly.

If you arrive late don't interrupt me or the class for clarity of material already covered, stop by during office hours, this applies to assignments or handbacks too.

If you are thinking of not attending class consider what you will miss, how to make it up or get it elsewhere...every day is important.

Don't read unrelated materials, don't get distracted by your laptop/cell phone and don't sleep. If you need to use cellphone or look at/for other unrelated items on laptop, excuse yourself and do it outside the classroom.

It's fine to bring a drink/snack to class...just do it quietly and clean up after yourself.

Class is over at the scheduled time, not earlier, so you don't have to pack-up early, I intentionally may share some very important things then and you will probably miss them...bummer!

Turn assignments in on-time...there is an automatic late penalty.

Have a question about a grade on a test/assignment/project? Feel free to have me regrade it which may keep the grade the same, increase it, or lower it.

Avoid surprises...keep me/your prof informed of any unexpected/expected absences or limitations to your completing assignments and/or requiring variance of something away from the syllabus.

Lastly, don't wait till the last 20% of the course to get concerned with your grades, that concern should start when the course starts.

Bottom-line: do your best, differentiate yourself, build for success don't assume it you're not entitled to it. Most importantly, be able to apply the course content and help your company out...it's all about ensuring that you excel in doing your part in getting-serving-keeping customers at a profit repeatedly.