

Classroom Expectations

As your instructors, one of our primary responsibilities is to prepare you for a career in which you will be interacting with a diverse group of individuals. To be successful in this role, you will be expected to act in a professional and ethical manner at all times, treating everyone with whom you interact with courtesy and respect. This level of professionalism consists of a set of skills that develops with practice. Thus, we will expect you to conduct yourself in an ethical, professionally responsible manner at all times.

Professionalism has two separate but related aspects: appropriate personal behavior and ethical behavior. Both are essential to professional effectiveness. Appropriate personal behavior refers to such attributes as dependability, punctuality, appropriate interpersonal communication, appearance and decorum. Ethical behavior includes honesty, integrity, fairness, respect of persons and property, adherence to principles and loyalty.

Specific Expectations

All students are expected to help create an environment conducive to effective teaching and learning for all participants. Behaviors that disrupt teaching and learning are unacceptable. Accordingly, all face-to-face or online interactions should be civilized and respectful. Specific expectations include:

- 1) Arrive on time. However, if you should arrive late, please enter the classroom quietly without disrupting anyone.
- 2) Refrain from talking to other students during the class while the instructor or a student is addressing the class.
- 3) Turn off cell phones and other electronic devices before entering the classroom (see “Electronic Devices” policy in the syllabus). Please note that we can see when students are using their cell phone (even if it is in your lap).
- 4) Remain in the classroom until dismissed at the end of class.
- 5) Be prepared and willing to contribute to class discussions.
- 6) Submit all assignments on or before the due date.
- 7) Attend class regularly.
- 8) Be courteous and attentive during class.
- 9) Be honest and refrain from any form of academic dishonesty.
- 10) Type all of your assignments. Turning in handwritten documents indicates laziness and unprofessionalism.
- 11) Demonstrate sensitivity and respect towards other classmates and to your instructor, particularly when personal experiences or differing opinions are being shared.
- 12) Check Blackboard often for announcements and up-coming assignments.

In return, you can expect us to:

- 1) Treat you with courtesy and respect.
- 2) Start and end class on time.
- 3) Reply to e-mails promptly.

- 4) To assign homework that adequately covers the materials and learning objectives of the course.
- 5) To give exams that accurately reflect the material covered in class and assigned in homework.

Email Etiquette

Composing an Email to a Professor. An e-mail to a professor should be treated like a business letter.

- 1) Read the syllabus first. Your question may be answered in that document
- 2) Include a meaningful subject line with your course details. Including this information is very helpful because professors typically teach multiple courses and it can be time-consuming to match the student and course.
- 3) Always use a greeting. Do not begin with "Hey", "Hi" or other informal greeting, if the professor has a PhD, "Dear Dr. So-and-so." Do not use your professor's first name unless explicitly given permission to do so. Please also make sure that you spell your professor's name correctly (hint: check your syllabus).
- 4) Briefly and politely state the reason why you are emailing.
- 5) **Make sure email is really the best way to communicate your issue.** Email is often much more time-consuming than an in-person conversation. It generally takes longer to compose word-processed text than to say it. Even if the email is short and quick for *you* to deploy, the response for which you are asking can be time-consuming for the professor. For example, emailing a professor to ask "what did I miss?" is not cool. You're basically expecting the professor to take the time to write up an entire class just for you. A general rule of thumb is: if it's going to take your professor longer to type out a reply to your e-mail than to say it, don't use e-mail. Use the professor's office hours.
- 6) Don't email to ask about your grades. FERPA laws mean that many professors will not send grade information via e-mail to protect your privacy. In addition, grades are better discussed in person.
- 7) Don't use emoticons and don't use internet acronyms, abbreviations or shortened spellings (e.g., LOL, or "U" for "you"). Don't confuse e-mail style with texting style.
- 8) Write grammatically and spell correctly. Proofread!

Sample Template of a Professional E-mail

Dear [1] Professor [2] Last-Name [3],

This is a line that recognizes our common humanity [4].

I'm in your Class Name, Section Number that meets on This Day [5]. This is the question I have or the help I need [6]. I've looked in the syllabus and at my notes from class and online and I asked someone else from the class [7], and I think This Is The Answer [8], but I'm still not sure. This is the action I would like you to take [9].

*Signing off with a Thank You is always a good idea [10],
Favorite Student*