




# CLASSROOM ETIQUETTE





# Goal

- To maintain positive and productive behaviors in a mature learning environment.
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# Objectives

- Practice effective mature adult communication skills and responsibilities.
- Enhance interpersonal skills essential for personal and business encounters. Getting along with others to complete various assignments, obligations and tasks.
- Gain personal growth handling requirements, disappointments and accomplishments.

# Group Interactions

- If someone is speaking to you, look them in the eyes and listen without interrupting.
- Pause before beginning to speak, thinking over what has been said. Be brief and to the point about what you are saying.
- Be aware that disagreements may occur, don't drag them on. Try to see the other persons point of view.

# Group Projects

- Specify the responsibilities of each person in the actual in-class presentation. Who will present what? Who will work together? When and where practices will occur?
- Check frequently with group members for status updates.
- Don't wait until the project is due to talk to the teacher about a certain group member who is not handling their responsibility.

# Group Projects

- Two group members should speak privately to the member who is not handling their responsibility.
- If complications arise with the defiant member, ask the teacher to listen in on your next attempt to speak with your group member.
- Be direct in what you are complimenting or confronting. Make it clear you like the person, not the behavior they are displaying.



# Group Projects

- Upon accomplishing the objective give strokes and compliments equally.
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# Personal Responsibilities

- Arrive to class on time and be attentive.
- Addressing the instructors and professors properly.
- Stay for the entire class and when appropriate contribute to the class discussion.
- Turn off cellphones and other objects not classroom related.
- Do not bring food or drinks to class.
- Avoid side conversations, signaling and sending messages during class.
- Contact the professor when you miss class, immediately.






For further assistance contact:

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