Math 211 Rules of Conduct and Classroom Etiquette

1. **Respecting fellow students:** Most of these rules are matters of common courtesy and thoughtfulness.

   • Watch your language in the classroom. Not everybody may be as comfortable with your subset of curse words as you are. No bawdy jokes in the classroom, either.
   
   • Do not bring aromatic food (e.g. fries, hotdogs, popcorn) into the classroom. Others may be hungry, too, making this torture.
   
   • Do not eat noisy food in the classroom.
   
   • Avoid distraction of others:
     – Arrive to class and be seated on time,
     – Stay till the end of class. (If you feel you will not benefit from the day’s class and have only come to hear an announcement, you can stand in the hallway to do so.)
     – If you simply must leave early for some special reason, notify your instructor in advance, and sit as close as possible to the door.
     – Wait until the class time is up to gather your things. (If your instructor runs overtime, however, you may leave on time.)
   
   • Sit quietly and attentively when either the instructor or another student is speaking. If you are bored, you may doodle, but do not read the newspaper, check your e-mail, play iPhone games, text, and so on. You may feel that these actions affect only you, but they are distracting to other students and by their obviousness, taint the classroom atmosphere.
   
   • Take off your headphones and put your music player away before entering the classroom.
   
   • Put your cellphone on vibrate.
   
   • Do not carry on conversations with classmates during either lecture or questions from other students. It is the height of rudeness to the speaker, and makes it difficult for those seated next to you to hear what is being said.
   
   • Treat other students’ questions with respect. It is cruel to laugh, smirk or snort at others’ questions or answers. If you feel that another student’s frequent questions are impinging too much on lecture or recitation time, speak **privately** with the instructor about it. It is his/her judgment on the matter that holds sway.
   
   • Remember that there is a certain amount of material that must be covered in each class. The occasional witticism or off-topic remark is acceptable, even refreshing, but long discussions of last night’s game, the annoying things your physics professor does, favorite music groups, and so on, should not take up class time.
   
   • To use a theatre expression, wipe your feet before you come in the classroom. Personal antipathies between students and personal gripes with the instructor should not be evident in the classroom. Save gripes about your own grades for a private one-on-one with your instructor, not for your instructor’s sake, but for the sake of your fellow students.

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2. Respecting your instructor(s):

- If you have a complaint about your scores or treatment by your instructor, take the matter up one-on-one in a private setting. State your case calmly and allow your instructor the time to consider your points before responding to them.

- If you come to office hours for help, prepare ahead of time by identifying your questions and problems in a specific way.

- Keep in mind that your teaching assistant is being paid for 20 hours of work per week on your course. Of these 20 hours, 10 are taken up by attending lecture, holding recitation and holding office hours and MLC hours. Divide the 10 hours that are left by 90 students. This comes out to an average of $6\frac{2}{3}$ minutes per student per week to write and copy your quizzes, grade your quizzes, grade your homework, record scores, read, write and answer e-mails, and deal with any student issues that come up outside of normal office hours.

Similarly, your lecturer has about 3 hours left per week after lecture, course prep, exam writing, exam grading and office hours to deal with all individual student needs for your course. This comes out to 2 minutes per student per week for e-mail, phone and appointments outside office hours.

Keeping this in mind should help you be respectful of your T.A.’s and lecturer’s time in the following ways:

- Write your assignments out neatly, put your name and section number in the top, right-hand corner of the first page, and STAPLE the pages together. Remove any curlies if you have taken your paper from a spiral notebook.

- Keep track of what’s due and what was covered yourself. Do not e-mail your instructor or T.A. with questions about what is due because you were not paying attention or did not go to class.

- Ask for an appointment only if you truly cannot attend regular office hours (say, because they all conflict with your class or work schedule).

- If you make an appointment, KEEP IT, and BE ON TIME. If you find that because of some unexpected event, you cannot keep it, send notification by e-mail as soon as possible.

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3. **Academic integrity:**

- Know what resources you are allowed to use on an assignment and adhere to those restrictions. Unless you were told to work in groups, your work is expected to be solely your own product. If it is clear that one student’s homework assignment has been directly copied from another’s (and it generally is clear), then both students will receive a zero on the assignment and an academic misconduct report will be filed.

- Know what resources you are allowed to use on an individual exam. E.g., Are you allowed to have a formula sheet, a calculator, a text or your class notes? You must know and adhere to these restrictions. Failure to adhere to these restrictions will be regarded as cheating, will result in a zero on the quiz or exam in question, and will prompt the filing of an academic misconduct report. You will be subject to penalties up to and including suspension from the University.

- Make every effort not even to be suspected of looking at another student’s paper during a quiz or exam. If it is determined that you have copied from another student’s paper, you will receive a zero on your exam, will be reported for academic misconduct, and will be subject to further penalties, including an F in the course and/or suspension from the University. If it is determined that you have been complicit in allowing another student to look at your exam, you will also receive a zero on your exam. If it is determined that one student has copied from another, but it cannot be determined which of the two was the copier, both will be treated as copiers.

- No electronic devices other than a scientific calculator with no camera or wireless capability may be out during an exam. No earbuds, headphones or Bluetooth devices may be worn during an exam. If it is determined that you have been communicating electronically with another person during an exam, you will receive a zero on your exam, an academic misconduct report will be filed, and you may be subject to harsher penalties, up to and including suspension from the University.

- If it is determined that one student has taken an exam for another student, then the student enrolled in the class will receive a course grade of F, and an academic misconduct report will be filed with the recommendation that both students involved be suspended from the University.