

Common Courtesies/ Halsey

Always keep in mind that when you are in class, you are part of a group. Lots of different individuals make up the group, and there can be a multitude of learning styles. Each person in the class has the right to a productive, orderly class. You can help make sure that the class proceeds smoothly and well by adhering to the following "common courtesies":

Be on time.

In fairness to me and other students, you should arrive on time for class. It can be distracting and disruptive if students regularly arrive late. If there is a good reason why you must come into class late on an occasional basis, please do so as quietly and quickly as possible. If there is a reason why you will regularly be late to class, talk to me as soon as possible! If you do come in late at some time, do not ask me to catch you up on what you missed, do not distract other students by asking them to fill in all that you missed, do not come up to the front of the room to try to pick up papers, and wait until the end of class to ask for any papers I might have handed out.

Be ready to work

Please make sure you are in class and ready to work by the time class starts. I work very hard to always begin class on time, with very few exceptions. Don't wait until I start to get your books and notebooks out. Remember, it is your education!!

Be attentive

Talking to other students when I am talking and conducting class can be very distracting to both myself and those around you. Some students cannot stay on track with what is being presented if their nearby classmates are talking. Keep in mind that even if you understand something completely, others in the class may still need more instruction on it. On the other hand, there may be times when you want to briefly ask another student for clarification about something just covered, but if you're having trouble seeing or understanding something, I'd prefer that you ask me, as there are probably others who also need the clarification.

Do not send text messages during class

While you may think that you can send and receive text messages discretely, rarely are you the only one who is affected by this diversion of your attention. I have had students tell me how annoying it is to hear the tapping of the keys from someone's cell phone while that person had a "text conversation" with a friend. Also, while you are busy texting, you are not paying attention to material being discussed in class, and it is annoying to myself and others when you then ask questions that have already been clearly addressed during your time of lapsed attention.

Remember ringing phones are very distracting and disruptive.

Do not have cell phone ringers turned on during class time. Please make sure your phone is set to "Manner Mode", so that only you know when a call is coming through. Ringing cell phones disrupt the flow of class, and distract everyone in the classroom. If a call comes through that you have to take, please discretely leave the classroom and carry your conversation on outside the classroom.

Ask about matters that affect only you either before or after class.

If you have information to tell me, or a question to ask me that concerns only you, or something on your paper, please know that I will be happy to talk to you BUT please wait to ask it privately. I cannot take class time to hear about an individual matter or to look at individual papers, but will be happy to talk to you after class or during my office hours.

Stay awake!

If you are so tired that you can't keep your eyes open in class, quietly leave and use one of the chairs in the hallway for your snooze. It doesn't do you any good to be physically present but mentally absent from a class. You get no brownie points for being slumped over your desk while I am presenting class material! I always tell my students that the day I come in and slump over my desk is the day that I will stop seeing that behavior as inappropriate. I'm not thinking that will happen anytime in the near future!

Only use appropriate language in the classroom and hallways.

While certain expressions and profanities have crept in to our commonly used language, they are not appropriate in the classroom. Keep in mind that some people are deeply affronted by language that some of you may use as part of

your regular discourse with friends. Always consider whether you would use certain vocabulary in professional situations. If not, don't use it in or around the classroom.

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