# Classroom Expectations (Sample)

## Absences:

You must take responsibility for getting missed assignments from other students. Do not expect that you will be allowed to make up work, such as unannounced quizzes or tests, after an absence. Instructors are not responsible for re-teaching the material you missed because of an absence.

## Attendance:

You are expected to be in class the entire class time. Do not enter late or leave early. Rare exceptions may be excused, particularly under emergency circumstances, but you should be prepared to explain your tardiness to the instructor after class. Likewise, the need to leave early should be explained to the instructor before class.

## Cell phones:

You may not receive or send telephone calls during class and must refrain from using your equipment for browsing, games, texting or other purposes during class time. You are responsible for turning off and putting your phones away upon entering class.

## Class Discussion:

The instructor reserves the right to discontinue or redirect tangential, off-topic remarks or expressions of opinions that are excessively controversial. You are expected to discontinue your comments when asked.

## Courtesy, Civility and Respect:

You are expected to behave in a way that is civil and courteous to others. Every student has paid for their attendance. You must refrain from behaviour that interferes with the rights of others to learn. You may not use inappropriate or offensive commentary or body language to show your attitude regarding the course, the instructor, assignments, or fellow students. Do not carry on side conversations in class.

## Eating:

Food and drink is permitted class, providing the food products are not excessively odorous.

## Guests:

You may not bring friends, family members or children to class unless express permission is given by your instructor.

## Illness-related Absences (quizzes or exams):

If you are ill and cannot attend a quiz or exam you must notify the instructor (by email) by 4:30 the day before the quiz or exam. Repeated medical absences will require medical proof of the legitimacy of the absence. Requests for re-writes or deferred exams may not be approved.

## Internet:

In classes where Internet access is provided, you may use the Internet for valid, academic purposes only. You may not use it to access sites which are unrelated to the course.

## Personal Business:

You may need to transact personal business with the instructor, such as asking him or her to sign forms or arranging an appointment to meet. Make your arrangements before instruction begins or after class.

## Profanity and Offensive Language:

You may not use profanity or offensive language in class.

## Sleep:

Do not sleep in class. If you are too tired to be attentive or participate, do not attend.

## Other Activities:

You may not work on other activities while in class. This includes homework for other courses or other personal activities.

## Consequences:

First infraction: The instructor will remind you of these classroom expectations.

Second infraction: The instructor will ask you to leave the class and may require you to meet with him or her before you can return.

Third infraction: The instructor will refer the matter to the department chair, the division chair or to Student Conduct and Judicial Affairs.

# Classroom Expectations Receipt



|  |  |
| --- | --- |
| Student name: |  |
| Student ID: |  |
| Course name: |  |
| Instructor name: |  |

I confirm that I have received and read the handout given to me by my instructor which outlines expected classroom behaviour.

|  |  |
| --- | --- |
| Signature: |  |
| Date: |  |

***Instructions***: Complete this form and turn it into you instructor by the end of the week.