

# Class Etiquette Active Learning Task

## Context

Class rules should be established at the start of a course and the purpose they serve clearly explained. Whilst initially designed by the lecturer, the rules should also be co-created by the students to ensure that they are suitably adapted to their learning context and environment. They can also be added throughout the course if appropriate.

It is important for lecturers to routinely remind students of the rules, notably when challenging class situations occur and to hold students accountable to the rules.

## Rationale

Provide a safe, respectful and successful learning environment for all.

Inform students about what is expected of them in an academic context.

Encourage students to co-create by adding more rules to the list.

Promote reflection about charters / company culture / code of conduct in professional contexts.

## Benefits for learners

Encourages reflection on how these rules may apply in the workplace.

Creates an opportunity for students to voice preferences and concerns they may have regarding class etiquette.

## Benefits for educators

Offers an opportunity to clarify any misinterpretations and reinforce values.

Helps you run your teaching sessions smoothly.

Gives you a chance to look at the rules from the students' perspective.

## Tips

Make clear what rules are negotiable / non-negotiable and explain why.

Reinforce that they are an essential part of employability skills.

Discuss the handout with students through an Active Learning activity such as a Think – Pair – Share.

### Instructions for in-class activity:

1. Read the document on Class Etiquette. Work individually and make notes under the following headings:

Make notes about the class rules which you:

- consider to be essential
- find unclear
- would like to add to the list

2. Discuss your answers in pairs / in groups.

3. Share your ideas with your peers. Agree a final version with your class and lecturer.



## Class Etiquette

Welcome to your class!

In order to ensure that all students and staff enjoy learning and teaching in a safe and welcoming environment, we would like to draw your attention to class rules.

Whether you are attending a seminar or a large lecture, it is important to be respectful of your learning environment, lecturer and peers at all times.

One of the aims of your university education is to help you develop your employability skills which include the ability to understand and apply the basic standards of professional behaviour.

You are part of the Westminster academic community and as such, it is essential that you refrain from engaging in disruptive behaviour that may prevent you or others from learning, just as in any workplace, you would not interfere with getting the work done.

Consequently, we expect all students to respect the following guidelines out of consideration for their peers and lecturers.

- Be punctual
- Keep your phone on silent at all times
- Keep a polite and respectful tone and attitude when addressing your lecturers and peers
- Refrain from using your phone for texting and browsing social media in class
- Wait until the end of class to pack your books and notes
- Listen quietly or take notes when other students or the lecturer are speaking
- Wait for the appropriate moment to ask questions
- Avoid bringing smelly food to class
- Feel free to tell a fellow student if they are disturbing the class
- Feel free to approach your lecturer if you have concerns about disruptive behaviour in class

There may be times when you are unable to respect these guidelines for good reasons such as unexpected delays, personal emergencies, important appointments or taking an urgent call. Lecturers understand these situations. When this happens make sure to keep the disruption to a minimum by leaving or entering the room quietly.

Remember to:

Let your lecturer know in advance if you think you are going to miss several classes. Also inform your peers if you are running late for a group presentation.

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