



Sample Civility and Behavioral expectations Statements for Syllabi

From of Office of the Dean of Students

Adapt these according to your preferences and to fit the type of class you are teaching

- a. Civility in the classroom and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything which is said or discussed in the classroom, but courteous behavior and responses are expected.
- b. To create and preserve a classroom atmosphere that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. Students are expected to conduct themselves at all times in this classroom in a manner that does not disrupt teaching or learning.
- c. You are expected to be on time. Class starts promptly at x. You should be in your seat and ready to begin class at this time. Class ends at x. Packing up your things early is disruptive to others around you and to myself.
- d. Classroom attendance is a necessary part of this course. You are allowed no more than x number of unexcused absences.
- e. Classroom participation is a part of your grade in this course. To participate you must attend class prepared by having the reviewed materials for the day. Questions and comments must be relevant to the topic at hand.
- f. Raise your hand to be recognized.
- g. Classroom discussion should be civilized and respectful to everyone and relevant to the topic we are discussing. Classroom discussion is meant to allow us to hear a variety of viewpoints. This can only happen if we respect each other and our differences.
- h. Any discussion from class that continues on any listserv or class discussion list should adhere to these same rules and expectations.
- i. Electronic devices such as cell phones, Blackberries, laptops (if not otherwise approved) must be turned off during class, unless you have informed me ahead of time that you are expecting an emergency message.
- j. The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, to share of themselves without losing their identities, and to develop an understanding of the community in which they live. Student conduct which disrupts the learning

- process shall not be tolerated and may lead to disciplinary action and/or removal from class.
- k. Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, or demeaning. The instructor has primary responsibility for and control over classroom behavior and maintenance of academic integrity.
 - l. Any continued disruption of class will result in a report to the Dean of Students for a conduct code infraction. After one warning, if the disruption continues, you will be asked to leave the classroom for the remainder of class.
 - m. You are expected to do your own work. Cheating, plagiarism and any other form of academic dishonesty will not be tolerated. Please refer to the Joliet Jr. College's Conduct Code and Academic Honor Code by which all students are expected to abide. Grade penalty that will be issued to you should you be found responsible of academic dishonesty will be (F in course, F on assignment, 1 letter grade lower in course, redo assignment, etc.)

Examples of Responsibilities

Instructor responsibilities:

- Start and end class on time.
- Come prepared to lead the learning process.
- Treat all students with courtesy and respect.
- Be open to constructive input from students in the course.
- Ensure that opportunities to participate are enjoyed equally by all students in the course.

Student responsibilities:

- Come to class on time, and refrain from packing up belongings before class ends.
- Turn off all electronic devices that might create a disruption in class.
- Come prepared to learn and participate.
- Be quiet and give full respectful attention while either instructor or another student is speaking.
- When speaking, use courteous, respectful language and keep comments and questions relevant to the topic at hand.

Materials borrowed from <http://teaching.ucsc.edu/tips-civility.html>