



**Faculty of Business and Management/Cyfadrn Busnes a Rheolaeth  
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## **Classroom Etiquette**

Most lecturers and students are thoughtful, polite, and courteous in lectures and tutorials - they follow good classroom etiquette. What is etiquette? It's a code of conduct, a method for dealing with how people interact with each other, based on respect and accepted norms of behaviour.

Here are tips for proper classroom etiquette.

1. **Arrive to class on time.** It is disruptive to the lecture or other activities when you arrive late and all heads turn to watch your entrance. Regularly arriving late to class signals a level of disrespect, whether you mean to send that signal or not. If you have problems getting to class on time, try to find a way to solve them. And on those rare days when you do arrive late, remember to enter the room quietly and not make a big scene. In a one-hour class, arriving more than 10-minutes late is generally seen to be unacceptable and some lecturers will refuse students entry to the classroom.
2. **Stay for the entire class.** There may be times when you need to leave class early, but do not make a habit of doing so. If you do need to leave class early, the best solution is to alert the lecturer ahead of time and then discretely leave the classroom so as not to disturb the other students. If you do need to leave early, pick a seat close to the door to make a quick and quiet exit.
3. **Attend all classes.** Don't schedule your job, other appointments or activities during your class hour. Attendance at class is directly correlated with higher assessment grades. In other words, those students who attend regularly tend to get better marks than those who miss classes. The VLE (e.g. Blackboard or Moodle) is not a substitute for attendance and although lecture notes are often put on the VLE, most of the learning that takes place is via exploration, discussion and question and answer sessions in class.
4. **Contact the lecturer when you have to miss class.** When you have to miss class for legitimate reasons or when you miss class because of illness, try to contact the lecturer and inform him/her of your absence (also inform your year tutor). You may be able to obtain copies of lecture notes at a later date but do not expect the lecturer to go over material you missed (for whatever reasons).
5. **Always ensure you are registered as present at each class you attend.** Attendance registers are monitored to ensure students maintain adequate attendance. Poor attendance can hinder your learning and ultimately adversely affect the award you achieve. Poor attendance can lead to withdrawal from the programme. You must NEVER sign-in for absent class members. The Faculty takes a very dim view of this.
6. **Contribute to the class discussion when appropriate.** Almost all lecturers really appreciate a strong dialogue in the classroom, but not when the comments are unwanted or inappropriate. Do try to respond when the lecturer seeks input or asks for questions or discussion. However, don't interrupt the lecturer or another student, and don't dominate the discussion (this type of student can infuriate the other students); let other people have a chance to talk and contribute to the dialogue. Remember that we learn from our peers as well as the lecturer. Nevertheless, where appropriate *do ask questions* if you don't understand something or want to know more.
7. **Show respect for fellow classmates.** It is okay to disagree with an idea but not okay to ridicule or make fun of another person and his/her ideas. Raised voices, derogatory language, name-calling,

harassment and intimidating behaviour will NOT be tolerated. When working on tasks as part of a group, respect the rights of others.

8. **Turn off your mobile phone.** Unless you are expecting an important call or text, the proper thing to do is turn your mobile phone completely off as soon as you enter class. Alternatively, switch to 'silent' mode but put away the phone. Some students switch to vibrate mode, but sometimes this can be worse than a ring tone because of the intensity of the vibration. Certainly **NEVER** answer your mobile phone in class, nor text. If your phone does ring, make a quick apology as you send the call to voicemail. If you are awaiting an important call (e.g. if a family member is ill) please ask permission of the lecturer to leave your phone in ring-tone mode – lecturers are usually very understanding and accommodating.
9. **Avoid side conversations.** One of the biggest annoyances of lecturers and students alike is when a few students have a 'private' conversation loudly enough that it's distracting to the main discussion in the classroom. If you have big news to share with your friends, do so before or after class but refrain from doing so during class. Besides being more respectful to the students and lecturer, you'll actually learn more information by being actively involved in the class rather than in your own side conversation.
10. **Be attentive in class.** If you are going to make the effort to arrive on time and be in class, you should also make the effort to stay actively engaged in class. Some lecturers report observing students reading the newspaper or even reading a textbook for a different class; some report seeing students completing homework for their next class. Flaunting your boredom or disinterest in the class is rude and very inappropriate. Finally, avoid falling asleep in class or staring out the window.
11. **Do not bring food or drink to class.** Food and drink are discouraged in class. Some lecturers do tolerate drinks, such as waters, coffees, soft drinks, but make certain of the lecturer's policy before bringing your drink to class.
12. **Computers and recording equipment.** You must ask permission to use a laptop in the classroom or to record the lectures.
13. **Do not start packing up until the class is completely over.** Students sometimes try to hurry the end of class by beginning to gather books, zipping up bags/backpacks and rustling about a few minutes before the end of class. This can be rude, particularly when others are trying to hear what the lecturer is saying at the end of class.
14. **Final Thoughts.** Proper classroom etiquette should be common sense for most students. However, if you're not sure – ask. Being courteous will predispose others to like/respect you and set an example for less-informed students.