



## Expectations and Etiquette for Ute Mountain Learning Center Classes

### Learning Center Etiquette

The word **Professionalism** focuses on respect inside the workplace and inside the classroom. While taking classes or courses sponsored by the Ute Mountain Ute Learning Center, it is very important that students follow professional etiquette while in class. The professors and teachers expect students to be ready to accept responsibility for their studies and their actions throughout each course and session offered.

The purpose of this information is to assist students in understanding proper classroom behavior. The classroom should be a learning-centered environment in which faculty and students are unhindered by disruptive behavior. All students enrolled here are expected to maintain proper decorum in the classroom, wherever the classroom is located. The Ute Mountain Learning Center is the headquarters of Tribal Higher Education, which promotes the free exchange of ideas and a safe refuge for adult thinking. To protect this, students must adhere to the rules set forth by the Learning Center and/or Instructors. Failure to comply with classroom rules may result in a student being dismissed or excused from the program and/or referred to the agency Director. UMUT faculty and affiliated institutions have the authority to manage students to ensure an environment conducive to learning.

### Courtesy and Conduct

Being polite is a key that opens many doors. Courteous behavior shows the instructor and other students that we are willing to work on complicated problems and will not intrude on the learning of other students.

**Take responsibility for your education** – Instructors are here to create a learning environment. Your learning depends on your willingness to listen, ask appropriate questions, and do the work necessary to pass the course.

**Attend every class** – You will find that students who attend every class, listen to the instructor, and take good notes are more likely to pass the class. If you have an emergency or illness, contact your instructor and the Learning Center office ahead of time to let them know that you will be absent (call your assigned Case Manager directly). Important note: if you miss a class it is your responsibility to meet with the instructor, outside of regular class time, to determine a plan to make up missed work.

**Get to class on time** – Students who walk into the classroom late or leave early distract other students and disrupt the learning environment. If you are late, please take your seat as quietly as possible and pay attention to what is going on. Wait until class is finished to ask about catching up. Apologize to the instructor when the time is right.

**Be ready to begin work when class is scheduled to begin—take care of all personal business ahead of time.** (Such as getting a drink of water and using the bathroom, etc.) Remain in class until the scheduled ending time.

**Mute or turn off cellular phones**—It is very distracting to hear someone's phone go off in class. Receiving (silent) text alerts is permitted but outgoing texts in class are prohibited.

**Do NOT eat or drink in class unless approved in advance.** Most instructors may be flexible on some items, but they will make that clear at the start of the class.

**Remain attentive to the business at hand. IF YOU SLEEP IN CLASS YOU WILL BE REMOVED.** Engage in discussions as appropriate; take notes; and watch your body language (we communicate a lot through our looks and how we sit).

**Do not carry on private conversations** – The noise is distracting to other students and the instructor.

**Respect your instructor** – Openly challenging the instructor's knowledge or authority in the classroom is not proper. If you take issue with the instructor's information or instructional methods, make sure that your comments are made without confrontation or antagonism. Find a private moment to discuss the matter with the instructor if possible. Seek out assigned staff or supervisors to discuss the matter if the situation is unresolved.

**Do not act boastful or dominate discussions** – If you know more than other students in the classroom, be careful how you demonstrate that knowledge.

**Do not argue – be willing to accept that reasonable people can disagree.** Professors cannot argue with students about how they feel about a course's content. Group discussions are good, but be a good listener and only engage in healthy debates.

**Do not complain or whine. Period.** – Don't complain about an instructor's teaching style, the weather, the conducts, the workload, etc. At home or in private with your friends, you can complain to your heart's content. But in class it is not appropriate.

**Turn in your work ON TIME** – It is important to plan ahead. Study and do your assignments. Ask your assigned case worker to help you. If a problem occurs at the last minute such as a computer malfunction, you will still be prepared.

**Pay attention to deadlines and don't procrastinate.** Prioritizing your responsibilities and engagements is very important.

I, \_\_\_\_\_ have read and acknowledge this Expectations and Etiquette standard for attending classes and/or courses being offered by the Learning Center.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Class Attended