



RULES OF CLASSROOM CONDUCT

1. **Be on time.** Class starts at 10 minutes after the hour or half hour. At that time, you should be in your seat and ready to start class.
2. **Bring your name card.** It helps faculty members and fellow students learn your names.
3. **Do not engage in side conversations.** They are extremely distracting to faculty members and to your fellow students. If you have a question, please raise your hand and ask it. If you don't want to ask during class, ask the TF, one of the CAs, or your professor after class.
4. **Eat responsibly.** Try to minimize the impact on others.
5. **Leave during class for emergencies only.** If you have to leave during class, please try to minimize the disruption. If you must arrive late or leave early for a particular class, please let your professor know in advance.
6. **Use your laptop for course-related purposes only.** Please be sensitive to not distract others while using your laptop.
7. **Turn your cell phone off.** If there is an extraordinary reason why you must keep your phone on (e.g., you are awaiting critical medical news) please silence your phone and let your professor know in advance that you may receive a call. Leave class to conduct your conversation.