

# COLLEGE ETIQUETTE & APPROACHING PROFESSORS

## **Taking Responsibility**

Professors expect you to take responsibility for your own learning.

1. They will lead the class, but you have to make the effort to learn.
2. You must take it upon yourself to do whatever it takes (required or not) to learn the material.
3. You must realize the work you do OR not do will result in the grade you get.

## **Forming First Impressions**

Professors are human, so they form opinions about students. You need to be aware that the impression you make can have an effect on your grade. Even the way you sit and where you sit communicates to your professors. Three good rules are:

1. Get to know the professor personally.
2. Be prepared for class.
3. Be an active part of class.

## **Respect**

Respecting your professor is imperative. Raise your hand to ask questions or to make comments. Arrive to class on time. Show respect by paying attention and completing assignments. Read the syllabus. Learn the name of your professor and find out what he/she prefers to be called. It is important that you introduce yourself to your instructor when you approach him/her. Respect – you earn it if you show it.

## **Communication**

Know exactly what you are asking. Never be afraid or embarrassed to ask a professor to repeat a point, speak a little louder, or provide other examples – anything that helps you learn the material more effectively. Ask questions in class and participate. If there is a question or situation of a more confidential nature – always ask in private – visit your professor during office hours or make an appointment.

## **Assignments**

The quality of your work is important. The way you turn in your assignments tells your professor a great deal about you and how much you care for the course. Regardless of the assignment, you should make an effort to complete it on time and fully. Getting by is not good enough in college. Not understanding is never an excuse in college, nor is not having enough time. Also, reading assignments should be completed before lecture!

## **Are you classroom savvy?**

Just as on the job you need to act a certain way if you are to be successful, so there are expectations about you as a college student.

**You cannot just ATTEND college and expect to be successful.**

## **Success Tips:**

- Attend every class.
- Show an interest in the subject.
- Set up meetings with your professors to discuss your progress.
- When you miss class, let your professor know.
- Evaluate yourself.
- Come to class prepared.
- Ask questions when you do not fully understand.
- Go the extra mile with all papers and assignments.
- Comment in lecture material.
- Be supportive of your classmates.
- Be alert and attentive in class.
- Seek outside sources if you need clarification.
- Always be on time for class.
- Get to know your professors.
- Have a positive attitude towards the professor and the class.
- Participate in classroom discussions
- Take advantage of all labs, study sessions, and tutoring.
- Take notes and maintain eye contact during lecture.
- Become technically proficient.
- Set goals and objectives for your classes.