

Student Guide and Codes of conduct

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Course versus Class

1. A *course* is designed by a department and dictates structure and content of lectures and laboratories. Textbooks, tempo, and patterns of classroom interaction are stated in general terms.
2. A *class* is an instantiation of a course. The instructor conducts the class lectures and oversees laboratory activities. The instructor may alter the material, tempo, and exams to best fit needs of current students.

Classroom conduct

1. Make every effort to attend every scheduled class session.
2. Participate in classroom discussions with relevant questions and comments.
3. Be as polite as you expect to be treated.
4. Conform to classroom formality or lack thereof established by the instructor.
5. If you have a concern, discreetly check with the instructor. If your concern is not adequately addressed, check with authorities in the department, college, and university in that order.
6. Be clear whether your concern is with the course, the class, the instructor, or the TA.
7. Disruptive or rude behavior will not be tolerated. The instructor may ask you to leave the room.

Readings

1. You are expected to possess copies of textbook and laboratory material.
2. Read textbook material that corresponds to lectures ahead of class sessions. Lectures highlight concepts and do not substitute readings.
3. Read technical content multiple times and slowly for retention and comprehension.
4. Use online sources for clarifications and guide; not as reliable authority.

Laboratories

1. Attend all lab sessions.
2. Ask clarification questions
3. Turn in all assignments on time unless you have made an arrangement with your TA ahead of due date.

Electronic Communications

1. Never include personal or emotionally-charged content in your communications unless you are comfortable having it appear on headline news.
2. Assume that all your emails and computer interactions are logged and stored on servers.
3. Do not argue about assignments and grades.
4. If you do not get an immediate reply, assume that there are missing details. See the instructor in person.

Keys for Securing Best Grades

1. Attend and participate in class and lab discussions
2. Follow through all instructions carefully for homework, readings, projects, and
3. exams.
4. Make every effort to fully understand educational goals and assumptions for the course
5. Meet all deadlines