

## **Policies and Expectations for Courses Taught by Dr. Magali Billen**

*The following expectations are to enhance your ability to learn in this class, to avoid disruption and distraction, and to improve the quality of the classroom experience. Repeated failure to meet these expectations may result in a lower grade for the course.*

**\*\*\*Note: All course policies and expectations include and apply to field trips. \*\*\***

### ***Office Hours:***

- Office hours will be scheduled at the start of the quarter. Students who are unable to attend the scheduled office hours due to schedule conflicts should make an appointment to meet with Dr. Billen at an alternate time.
- Office hour time will be divided amongst all students who attend so that each student has a chance for their questions to be addressed.
- Office hours will not be used to review material covered in lecture. For homework related questions, you are expected to demonstrate that you have already attempted the homework and are prepared to ask specific questions.

### ***Participation:***

- You are expected to be present for the duration of the Lab period. Lab is the place and time for questions, so address as many as possible while you have the undivided attention of the TAs. Do not expect to receive help outside of Lab or via email if you are not in full attendance of the Lab periods.
- Health related absence requires a written excuse from Health Services or your doctor stating date/time of appointment and/or duration of health related absence.
- Keep on the topic at hand. If you have questions off the current topic, address these outside of class at office hours.
- Do not talk out of turn. Wait to be recognized before speaking and do not try to dominate a discussion with your questions or comments – give others a fair opportunity to participate.

### ***Email Etiquette:***

- I do not use e-mail for course communication. Therefore, if you need to communicate with me, please talk to me after class or during office hours. If the topic/issue cannot be addressed during either of these times, a separate appointment time will be arranged.
- You are expected to write as you would in any professional correspondence. Email communication should be courteous and respectful in manner and tone. Do not send emails that are curt or demanding.
- Do not expect an immediate response via email (normally, a response will be sent within two business days). If your email question is sent at the last minute it may not be possible to send you a response before an assignment is due or a test is given.
- Do not post personal information about yourself or others to the class email list. For example, if you are having trouble with a fellow Lab student, you should see the instructor or TA in person to discuss the specifics of the issue.

### ***Common Courtesy:***

- Do not disturb others by engaging in disruptive behavior or you will be asked to leave. Disruption interferes with the learning environment and impairs the ability of others to focus, participate, and engage.
- Show respect for fellow classmates and TAs. Do not interrupt another who is speaking. 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, and intimidating behavior will NOT be tolerated. Profanity or sexually oriented language will NOT be tolerated. Those engaging in such behavior will be asked to leave.
- Food and drink are discouraged in class. There may be times that you need a beverage or small snack during class. Avoid bringing in large meals or food that is noisy when unpackaged or eaten, or food that has an aroma.
- Do not read the newspaper during class.

***Electronic Devices:***

- Cell phones should be turned off. No talking on cell phones, text messaging, or emailing on laptops during class. Wait until after class to return any calls received.
- No listening to iPods or other electronic recording devices during class.
- No taping, filming, or photography in class without prior permission (whether by camera, cell phone, or other means). These activities are distracting and inhibiting to faculty and other students, may infringe upon privacy or copyright, and have a chilling effect on classroom discussion.

***Entering/Exiting Class:***

- Please arrive on time to class and stay for the entire class period. Late arrivals and early departures are disruptive.
- If despite your best effort you arrive late, please quietly take a seat at the back of the classroom. Similarly, in the rare event that you must leave class early (e.g. for a medical appointment), please tell me at the start of class, and then sit close to the door and leave as unobtrusively as possible. If you can't be there on time or must always leave early because of a class or work conflict, either seek specific permission in advance or do not take the class.
- During exams, ask permission before leaving to use the restroom. Try to use the restroom before coming to class.

***Noise:***

- When class begins, please stop your conversations.
- Wait until class is completely over before putting your materials away in your backpack, standing up, or talking to friends.

***Special Considerations:***

- For students with a disability that requires special consideration in any aspect of the course (lectures, problems sets, labs, field-trips, exams, group projects, etc...) it is your responsibility to notify the instructor of these needs within the first two weeks of class and provide the proper forms defining the accommodations to made. If you do not provide the accommodation form in a timely manner, it may not be possible to make necessary arrangements when they are needed.

***Additional Resources:***

Counseling and Psychological Svcs.	530 752 0871	Cowell Student Health	530 752 2300
Learning Skills Center	530 752 2013	Learning Disabilities Center	530 752 3184

Visit: <http://studentaffairs.ucdavis.edu> for further information.