

## Collaborative Classroom Norms

Pair students into teams of three or four. Ask them to introduce themselves and then identify three “norms”—standards or behaviors—for the class.

### Sample Team Responses

- Always arrive to class on time. If you know you'll be late, email the instructor in advance.
- Follow assignment guidelines. If you have questions, ask the instructor prior to the due date.
- Don't start packing up your items while the instructor is still speaking. Wait to be dismissed.

- Raise your hand and wait for the instructor to call on you before speaking.
- Contact two or three classmates to see what you missed when you were absent from a class before asking the instructor.
- Be on time.

- Be respectful of classmates' beliefs. If you have a difference in opinion, be polite and maintain an appropriate tone when addressing it.
- When working in groups, make sure each team member contributes.
- Submit work by the deadlines even if you miss a class.

Have each group share their list. Write the items on the board and put a checkmark next to items repeated by multiple groups. Then have the class vote on which norms should be official. Type up the finalized list, and post it somewhere students can easily access it.

### Sample Finalized List

1. Arrive to class on time and prepared with the assigned work.
2. Stay for the duration of the class until the instructor dismisses you. If you need to arrive late or leave early, notify the instructor in advance.
3. Raise your hand if you want to add to the discussion, and wait for the instructor to call on you before speaking aloud.
4. Be respectful of other classmates' opinions. Use an appropriate tone when engaging in discussions, especially those about controversial issues.
5. When working in groups, make sure each team member contributes.
6. Follow assignment guidelines and submit work on time. If you miss a class, you should still submit the work on its due date. If you have questions about an assignment or are unable to submit the work on time, contact the instructor in advance.
7. Contact two or three classmates to ask what work you missed when you are absent. If they are unsure, then you should reach out to the instructor.