Academic Etiquette

As a college student, you are considered to be both an adult and a professional. You are here of your own desire, and you have a number of important goals to accomplish during the semester. To that end, I wish to remind you of the rules of academic etiquette. After reading this document, I ask that you sign it and return it to me, signifying that you understand and agree to these rules and sanctions.

1. Talking
   This is a sign language class. There will be little talking in here, but this rule applies to talking as well as signing. When we are working together as a class, only one person may sign or talk at a time. Everyone else must attend to that person, whether it is the professor or a student. I may find it necessary from time to time to use my voice. This does not mean that you may use your voice.

2. Telecommunications
   You may not talk on your mobile phone or use it to send or receive text message in my class. This rule applies to pagers, sidekicks, and all other devices. If you bring a mobile phone/device to class, it must be silent. It cannot ring or vibrate audibly. To put it another way, during the five hours per week that you are in this class, you are not available to the outside world.

3. Attendance
   You must arrive on time to class. Under no circumstances are you ever to get up and leave during class. If you have an emergency, you have up to four absences to use for such circumstances; otherwise, you are expected to be here, to arrive on time, and to remain for the full class period. If—for some extraordinary reason—you cannot remain for the full class period, you must speak to me before class and ask my permission to leave early. Outside commitments such as employment, medical appointments, family commitments, and other class work are not valid reasons to be late or leave early. Inform your employer and family members that you are absolutely unavailable during the times this class meets, including the time it takes you to travel to and from your job.

4. Courtesy
   The students and instructor in this class will accord one another with the utmost courtesy. What may be the norm in your family or circle of friends may not be the norm here. We will treat each other with respect, patience, and tolerance and conduct ourselves in a professional manner.

5. Honesty
   I have zero tolerance for dishonesty. This includes lying, cheating, stealing, and plagiarism. You may not copy a student’s paper, present others’ work as your own, or cheat on any class work. If you are caught doing so, you will be punished swiftly and without negotiation. You should understand that my grading policy is structured so as to provide a negative incentive to cheat.
Sanctions
A uniform set of rules requires a uniform set of sanctions or consequences for violating those rules.

Talking
If you are caught talking or signing out of turn, you will be warned once. If I find it necessary to speak to you a second time, you will be invited to leave class for the day and marked absent. You will not be allowed to attend class again until you schedule a meeting with me to discuss the situation.

Telecommunications
If you mobile device rings or vibrates audibly, you will be warned once. If I must speak to you a second time, you will be invited to leave class for the day, and you will be marked absent. If you are caught using your device in class, you will be dismissed without warning. In either case, you will not be allowed to attend class again until you schedule a meeting with me to discuss the situation.

Attendance
If you leave class early without permission, you will not be allowed to attend class again until you schedule a meeting with me and discuss the situation. If you leave class early a second time, you will be summarily dropped from the course. If you arrive late to class, in accordance with the rules of Deaf culture, you will explain to the class, in sign language, the reason for your tardiness.

Courtesy
If I find it necessary to speak to you about courtesy, you will be given one warning. If I must speak to you a second time, you will be excused for the day and marked absent. You must schedule a meeting with me to discuss the problem before you will be permitted to continue attending the course.

Honesty
Incidents of academic dishonesty will incur sanctions up to and including a failing grade in the course. For more information, please review “Academic Honesty” the student handbook.

Please check one of the boxes below and sign and return this form to me.

☐ I have read and understand the rules of academic etiquette. I agree to follow these rules. Should I fail to do so, I agree to abide by their sanctions.

☐ I have read and understand the rules of academic etiquette. I am unwilling to follow these rules or I do not agree to abide by their sanctions. I understand that this means I may no longer remain enrolled in this course.

Print Name: ________________________________________________________________

Signature: _________________________________________________________________