YOUR GUIDE TO CLASSROOM ETIQUETTE IN THE U.S.A.
Topics

• Your experiences in the classroom
• Classroom etiquette in the United States
• Academic culture and study tips
• Questions
Please discuss this question with someone from a country different than your own:

What is a typical university class like where you are from?
University Class Formats in the U.S.A.

- **Lectures**: 25 - 600 students
- **Discussion Sections**: 20 - 35 students
- **Labs**: 20 - 35 students
Basic etiquette in U.S. classrooms

- Timing: Arrive a few minutes early
- Attendance: Policies vary among classes
- Participation: Ask questions and contribute to class discussions
- U.S. classrooms are less formal
- English use is expected
If I don’t understand the instructor or have questions during class, what do I do?

**In large lectures:**
- Don’t disrupt the professor or classmates during class
- Wait until the end of class to talk to the professor or TA

**In smaller classes:**
- More acceptable to ask questions during class
- You can also wait until the end of class
What is the purpose of office hours?

Office hours are scheduled, walk-in times where you can talk with your instructor about:

- *Issues you are having in class (course material, problem with classmate, etc.)*
- *Issues you have outside of class that might interfere with your in-class participation*
- *A time to learn how to improve*
If I need to leave the classroom for any reason during class...

- In US culture, you generally do not need to ask permission or share any details
- Simply leave the room quietly
- Try your best not to disrupt the class
Dear Professor Smith,

I am a student in your Com Arts 100 class (MWF 9:55-10:45AM). I’m not available during your scheduled office hours this week, but I do have questions about next week’s assignment. Can we schedule another time to meet for this purpose?

I am available on Wednesday afternoon after 2pm, or Friday before noon. Please let me know what works best for you.

Sincerely,
Jen Walsh
Can I use my mobile phone during class?

- Check with your instructor, and if permitted, **only use for class-related activities**.
- Using your phone for anything other than class can distract you and your classmates.
- If not OK, keep your phone on silent and in your bag.
- **Check with your instructor** if you can use calculators or other educational apps in class before you do so.
Academic Culture and Study Tips

• Read the course description and syllabus carefully.
  • Make sure you understand your instructor’s expectations.

• Keep up with daily homework. Do not expect to be able to turn in homework, essays, or projects late.

• If you do not do well on an assignment, you cannot do a “make-up.” Talk with your instructor or Teaching Assistant to make sure you understand where and why you made mistakes.
Study Tip #1: Manage your time well

- Get enough sleep
- Eat enough meals
- Go to class
- For every 1 hour you are in the classroom, you can expect to spend 2-3 hours outside of the classroom studying
  - Reading, Writing papers,
  - Preparing
  - Depends on the course
Study Tip #2: Form a study group

- Group of 3-6 students
- Meet regularly
- Compare lecture notes
- Discuss homework
- Prepare for exams
Study Tip #3: Take notes

- **Write**: Write notes by hand or type notes during class and when studying.
- **Organize**: Organize your notes in a way that makes sense to you.
- **Review**: Read, review and summarize your notes.
- **Remember**: Commit notes to memory as needed.
Study Tip #4: Get organized

- Use a calendar system (Google, iCal, Outlook) to make a schedule of assignments, quizzes, and tests
- Use alerts on your phone to set reminders for due dates
- Complete daily homework on time
- Don’t “cram” in an “all-nighter”
Study Tip #5: Use Campus Resources

**Writing Center:** Helen C. White 6th floor & satellite centers around campus
- [writing.wisc.edu](http://writing.wisc.edu)
- Writing workshops
- One-on-one support

**GUTS:** 333 East Campus Mall
- [guts.wisc.edu](http://guts.wisc.edu)
- Tutoring
- Conversation partners

**Libraries** (in person or online chat)
- [library.wisc.edu](http://library.wisc.edu)
- Renting laptops
- Short-term textbook rentals

**Computer and Tech Support**
- [it.wisc.edu](http://it.wisc.edu)

**Academic Advising Support**
- [advising.wisc.edu](http://advising.wisc.edu)

**University Health Services**
- [uhs.wisc.edu](http://uhs.wisc.edu)
- Physical health
- Mental wellness

**Recreation and Wellbeing**
- [recwell.wisc.edu](http://recwell.wisc.edu)
- Students are members!
- Sports clubs, intramurals, lessons, group fitness