CAS Classroom Courtesy

Since faculty from all colleges, departments and programs share classrooms; it is assumed that basic courtesies are extended to other faculty in order to ensure an optimal learning environment for students as well as an optimal teaching environment for faculty. The guidelines outlined in this document establish basic courtesies that are reasonable to assume we extend to others and others extend to us.

I. Seating Should Never Be Moved Between Classrooms:
Each classroom has an established seating capacity. In some cases, this capacity is set according to fire code, and in others it is set according to the number of seats that a classroom can comfortably hold. Specific classrooms require specific types of furniture. Given these circumstances, it is important that no seating is added to or removed from any classrooms. When seating arrangements are altered in a classroom, it causes either a shortage of seats for the class following yours, or an overcrowded classroom (creating a violation of ADA standards).

II. Moving Seats Within a Classroom:
If there are pedagogical reasons that warrant the movement of seating arrangements in a classroom, seating may be altered. **However, the seating arrangement must be returned to its original layout prior to the instructor’s exit.**

III. Leaving Classroom Technology/Whiteboards as Found:
Since many faculty members require time to set up technology or prepare materials before teaching a course, it is necessary that instructors ensure that classroom technology is returned to its original state. This means that instructors should log off of the computer, return the projector screen to its “up” position, configure the audio & visual settings to reflect the “standard” settings, and **erase any and all marks on the whiteboard.** If pressed for time, instructors could designate students to assist with erasing the board.

IV. Leaving & Entering Classrooms at Scheduled Times:
Since there is a scheduled meeting pattern that each course falls within, it is necessary that faculty ensure that they both:

a) End their course at or before its scheduled time and
b) Ensure that students are out of the classroom at the course’s scheduled end time.

It is understood that students often wish to meet with their instructor directly after a course. These meetings are strongly encouraged, but - in an effort to be considerate of those waiting on the classroom to begin the next course - the instructor should encourage the student to meet with them outside of the classroom (the faculty member’s office could be an ideal location). It is also strongly encouraged that this information be posted in the syllabus so that students are aware of this in advance.

V. Food & Drinks are not allowed in the Classroom:
Countless hours are spent by our maintenance staff to ensure we have a clean classroom environment. When students and faculty bring food or drinks into the classroom there are inevitable spills on the carpeting, or food left over the weekend, resulting in unwanted bugs and odors. Unfortunately, people also leave their trash behind for other to pick up after them. Please do not bring food or drink into the classroom.

Classroom Courtesy at a Glance:
- Seats or desks should never be moved from one classroom to another.
- Seating arrangements, if altered, should be returned to their initial state before exiting the classroom.
- Faculty must exit or enter the classroom promptly at the end of the scheduled class time. If students would like to engage in problem solving or conversation with the instructor, it should be done outside of the classroom (perhaps in the faculty member’s office).
- Instructors must sign out of computer and return technology to its original state.
- Notes, drawings, instructional text, etc. must be erased upon departing the classroom.
- Food and drink are not allowed in the classroom.