

# Expectations in the Classroom of an American University: Florida Tech

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**Panther Prep UG Orientation**

# Purpose

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To provide an overview of academic **atmosphere** and **expectations** at our university and to **share** with you **guidelines** for a **healthy academic** learning experience.

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# Classroom Atmosphere

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## Where are the best seats in Class ?

It's best to sit in the front of the class because your professor will become *familiar with your face* and it will be *easier for you to pay attention*.



**If you can, go to class a few minutes early.**

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# Classroom Atmosphere

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## What is the most important handout in Class?

**Syllabus.** It is a “contract” between you and the professor for the course and it contains the *Rules of the Game*. Be sure that you understand all of the requirements and assignments your professor has written on your course Syllabus.



**Read it carefully and Watch for the professor's rules!**

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# Attending Class & Reading Syllabus

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1. **Attend class and arrive on time (or early).**
  2. **Purchase the textbooks and other required materials for each class at the beginning of the semester.**
  3. **Read carefully the course syllabus for each class and follow the outlined expectations. Check and double check due dates and procedures for completing assignments.**
  4. **Keep a calendar of assignments and examinations. Understand YOUR responsibility for completing assignments on time, preparing for examinations, and knowing exam dates.**
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# Classroom Atmosphere



‡ **Participate in discussion:** Read and review the assignment before class so that you can participate in all class discussions

‡ **Ask questions:** Even if you think your English is not perfect, speak up and ask questions and add your idea to the class discussion

**In American Universities, students who do not participate in discussions or who do not ask questions are believed to be unprepared for class.**

# Do NOT Skip appointments, which include CLASSES

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# Professors take appointments and deadlines very seriously. The consequences for missing appointments and deadlines include failing exams and, possibly, failing a class.

Email your professor if you will miss class or an appointment with him/her.

Email is important!! Set up an email account and use it to keep in touch with your professors and your academic advisor. (better to use FIT account. Why?)

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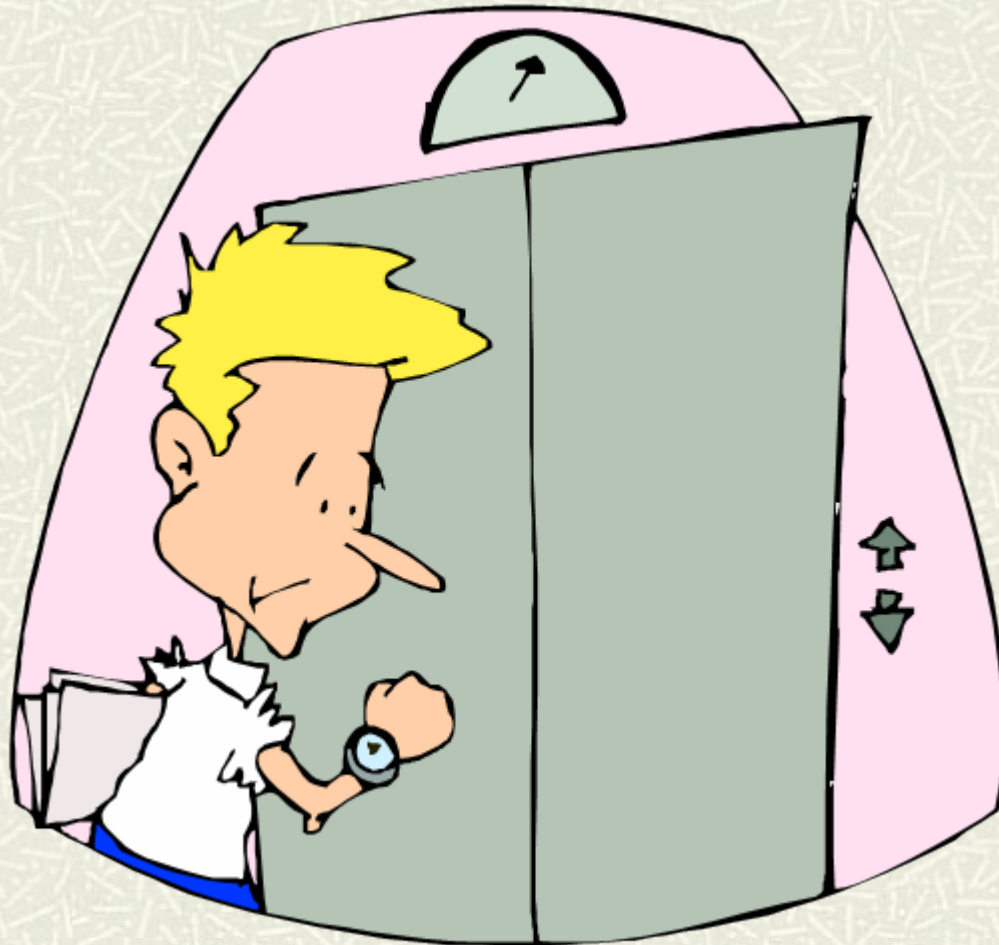
# Discussion/Questions & Deadlines

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- 1. Come to class prepared and ready to participate actively in the class session, by reading assigned texts and other required materials carefully and comprehensively before the class session.**
  - 2. Participate in class through active listening, taking notes, asking questions, taking part in discussions, engaging your mind in the topic matter, and respecting other people's viewpoints.**
  - 3. Study outside of class by reviewing course notes after each class session and studying in small groups with classmates.**
  - 4. Know the name, office location and hours, telephone number, and email address for your academic adviser and your faculty members.**
  - 5. Notify faculty members ahead of time when you anticipate a class absence. Students are responsible for material missed during absences, and it is the student's responsibility to complete and submit assigned work.**
  - 6. Check your University email account every day for important messages and visit the University website for current information and general questions.**
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# What if I'm late for a class?

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# Question: You're Late for Class

You are late for class and the teacher is already talking when you arrive. What do you do?

- a. Knock and wait until the teacher lets you in.
- b. Enter the room, apologize to the teacher, then take your seat.
- c. Don't go to class.
- d. Enter as quietly as possible and take a seat near the door.



# You're Late for Class



- # If you arrive at the door of the classroom after the professor has started to speak, **do not leave**. Just enter the room very quietly and take the closest seat and begin to listen to the lecture. After class, *ask the professor* for any notes or important parts of the lecture you might have missed.
- # Watch for the 10/10 rule in some classes.
- # At the end of the class, do not leave before the professor leaves unless you have to go to another class.

**Under normal circumstances, classes will start on time and will end within 5 minutes of the ending time as published in the Course Schedule.**

# What if the teacher is late?

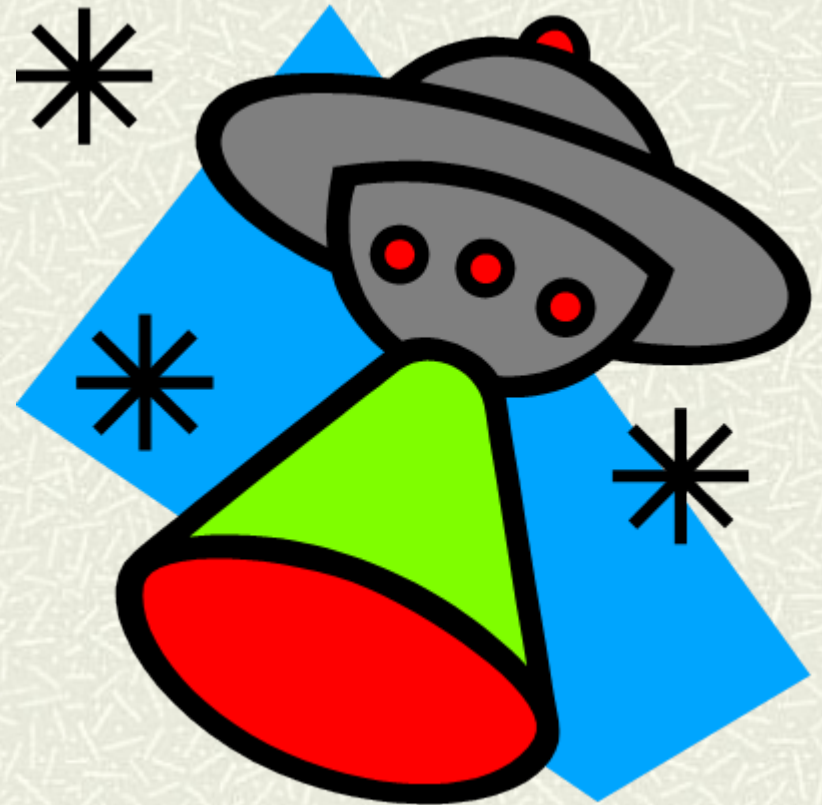
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# Question: The Teacher Is Late

The teacher is late for 10 minutes. What should you do?

- a. Stay in class until the end of the period.
- b. Leave because ten minutes is long enough to wait for anyone.
- c. Decide to wait or leave depending on what degrees or rank the teacher has.
- d. Wait or leave depending on how well you like the teacher.

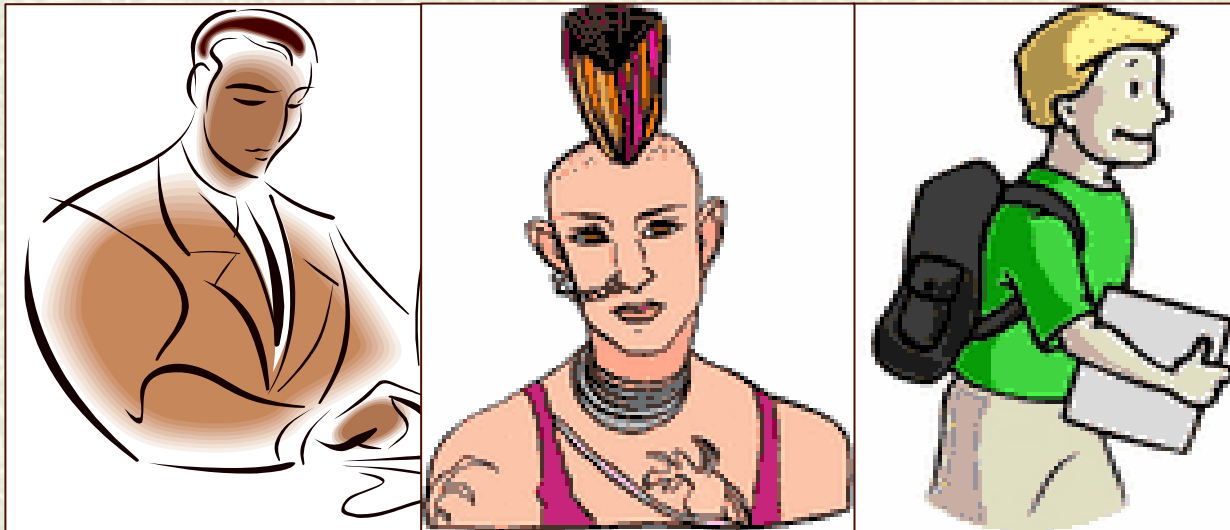


# More Questions Later !



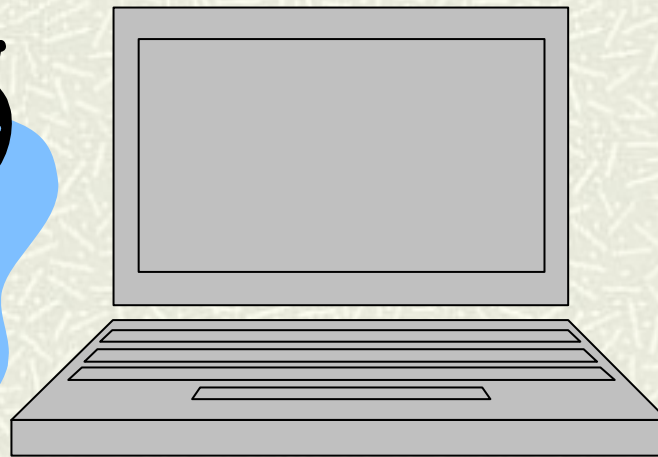
# Dress Code in American Universities

**#Is there any dress code for college students in the U.S.? At Florida Tech?**



# Your Personal High-Tech in Classroom: Cell Phones, Laptops, & Calculators

- # “Hang it up”
  - Exam + Cell Phone = F-
  - **Turn it before classes & appointments**
- # Laptops → E-mail can wait
- # Calculators → Simple is better

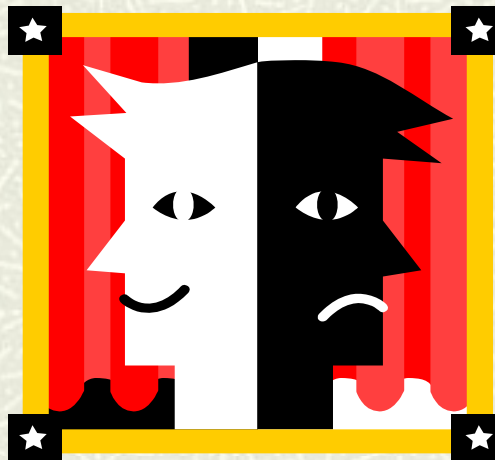


**It Works if you work it!!**

**Commit to your classes and to your future!!**

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- **Make a sensible schedule:** With your academic advisor, work out your class schedule so that you will have time to attend all classes as well as time to do all the required work for each class. Be cautious and take fewer classes in your first year until you learn how to handle college. (Use Time Management! )



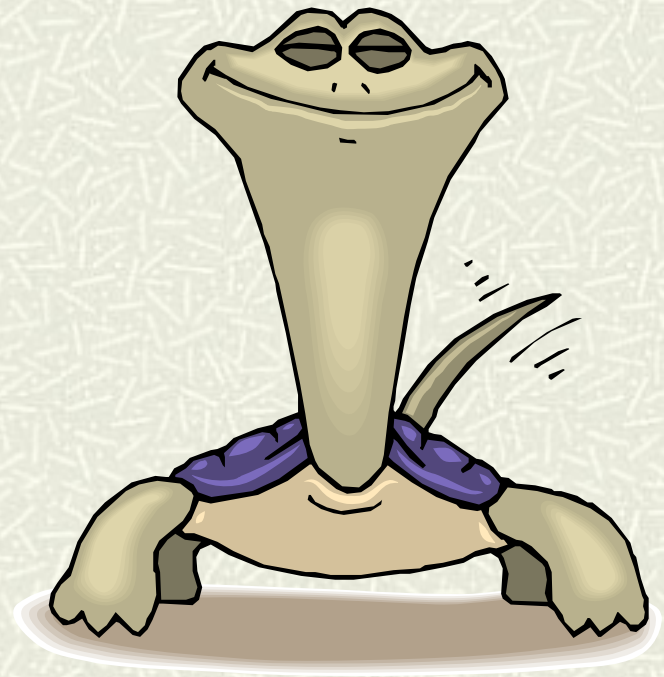
**It Works if you work it!!**

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- **Catch up in the beginning and you will have a good start for the semester.**

- **Try to do your homework right away while the ideas are still fresh in your mind. Write and rewrite your notes, making sure that you understand what you have written down – if not, ask for help right away (Use Study Skills)**



# Dream Big but Work Hard

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**Someday you may go to the moon, become president, or write the next great novel. But tonight, you have a homework assignment.**



You have a full-time JOB already!

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**REMEMBER WHY ARE YOU HERE!**

Use the “rule of thumb” by *studying 2-3 hrs outside of class per one hour in class*. This means your academic work is equivalent to a full-time job. Before considering outside employment, remember you already have a full-time job.

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# Ask for Help



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# FIVE Sources of Help in our University



## 1. The professor who teaches the course:

**Go to the professor first for help. He or she is a better source of information than your peers!**

The **Syllabus** contains your professor's name and the location of his/her office and office hours. It also contains his/her telephone number and email address. **Visit your professor during his/her office hours.** Let him or her know who you are and ask any questions you have about the course.

# Sources of Help



## 2. Your academic advisor

**Report your progress to your advisor at least once a month. Lunch meeting?**

**Remember she/he approved your class schedule and sometimes a simple inquiry phone call to your instructors can clarify your difficulties.**

# Sources of Help

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## 3. Academic Support Center



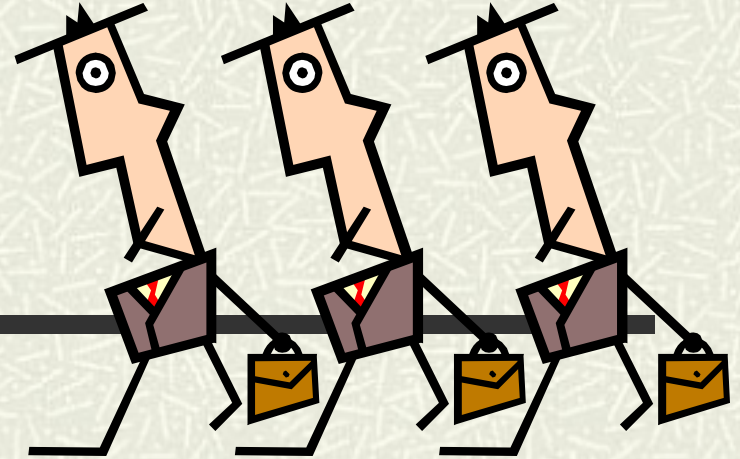
# Sources of Help

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## 4. University Experience Class and Instructor



# Sources of Help



## 5. Seek help from other students within the class

**Study Groups?** Learn how to avoid plagiarism in writing assignments, reports, and when working on individual or group projects.

**Academic Honesty:** In the U.S., it is not permissible to copy the work of another individual – whether that individual is an expert or a classmate. The minimum penalty is an “F” grade for the course and a permanent mark on your academic record.

# Ask for Help, Beware of Rules

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1. **Recognize that you are primarily responsible for your success or your lack of success in each class. Ask for help when you need it, as good communication with faculty, staff, and your peers is vital to academic achievement.**
  2. **Participate in study sessions or extra class sections offered throughout the semester.**
  3. **Help yourself by using the direct instructional assistance (one-on-one tutoring, weekly study groups and self-help materials) provided by the Academic Support Center (ASC).**
  4. **Learn how to use the library and other resources, such as the Counseling and Psychological Services (CAPS), Health Center, and Clemente Center.**
  5. **Develop a working knowledge of the Academic Honesty Policy.**
  6. **Develop a working knowledge of the Student Handbook, as well as other important academic policies found in the University Catalog and Schedule of Classes.**
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# Positive Attitude & Serious Commitment

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- **Remember the Positive Benefit of early Successes** – They will be followed by continued success.
  - **Join Honor and/or Professional Student Organizations**
  - **My 2 cents:**
    - (1) Remember why are you here?**
    - (2) What are the big rocks in your life?**
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# The “Big Rocks” of Life

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# What are the big rocks in your life? Your job? Time with your loved ones? Your faith? Money? Your education?



## Story of the "Big Rocks" of Life

A physics professor was speaking to a group of students and, to drive a point home, used an illustration. As the professor stood in front of the group of high-powered overachievers and knowledge seeking students, he said, "Okay, time for a quiz." He then pulled out a one-gallon, wide-mouthed mason jar and set it on a table in front of him. Then he produced about a dozen fist-sized rocks and carefully placed them, one at a time, into the jar. When the jar was filled to the top and no more rocks would fit inside, he asked, "Is this jar full?"

Everyone in the class said, "Yes."

Then he said, "Really?" He reached under the table and pulled out a bucket of gravel. Then he dumped some gravel in and shook the jar causing pieces of gravel to work themselves down into the spaces between the big rocks. Then he smiled and asked the group once more, "Is the jar full?"

By this time the class was onto him. "Probably not," one of them answered. "Good!" he replied. And he reached under the table and brought out a bucket of sand. He started dumping the sand in and it went into all the spaces left between the rocks and the gravel.

One more time he asked the question, "Is this jar full?" "No!" the class shouted. Once again he said, "Good!" Then he grabbed a pitcher of water and began to pour it in until the jar was filled to the brim. Then he looked up at the class and asked, "*What is the point of this illustration?*"

One eager beaver raised his hand and said, "**The point is, no matter how full your schedule is, if you try really hard, you can always fit some more things into it!**"

"No," the speaker replied, "that's not the point. The truth this illustration teaches us is: **If you don't put the big rocks in first, you'll never get them in at all.**"

\*\*\* **What are the big rocks in your life at this time?** Your education? A work/research project that YOU want to accomplish? Your finances? Your video games? Your card games? Caring and loving your family and others? A cause? Teaching or mentoring others? Remember to put these BIG ROCKS in first or you'll never get them in at all. So, when you are reflecting on this short story, ask yourself this question: *What are the "big rocks" in my life?* Then, put those in your jar TODAY.

# I-CU-in-CLASS

Okay, time for a quiz!  
... more questions !

Questions are excerpt from: Ford, Carol K.  
and Ann M. Silverman. (1981) American  
Cultural Encounters. San Francisco: The  
Alemany Press.

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# When The Teacher Arrives

You are sitting in the classroom talking with classmates when the teacher enters the room. What is the best thing to do?

- a. Stand up.
- b. Remain seated but look up at the teacher to pay attention.
- c. Remain seated and keep your eyes down, out of respect.



# You're Late for Class

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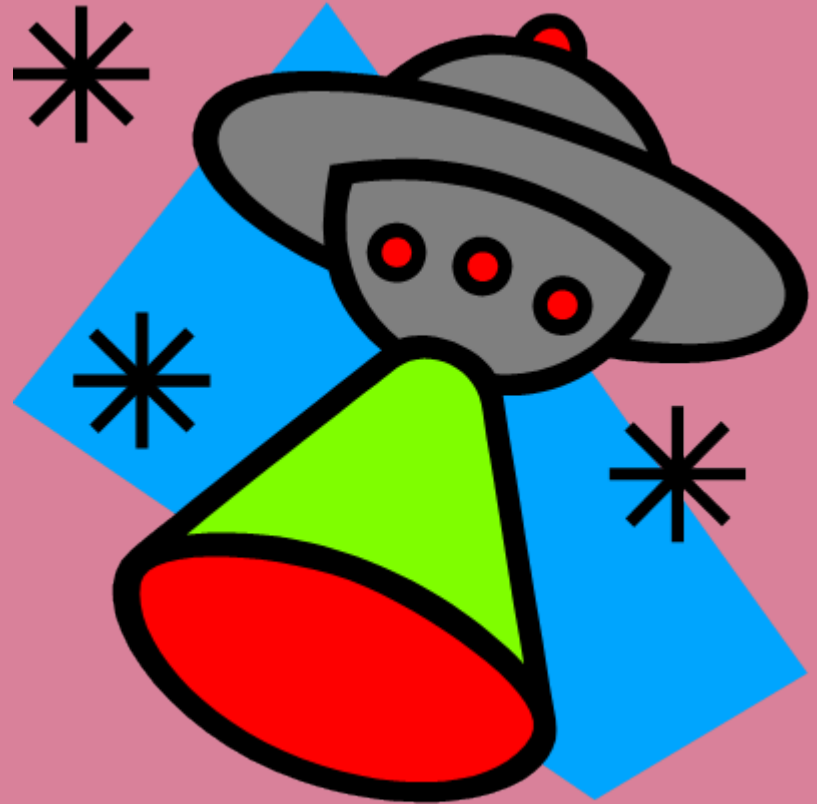
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# I Need a Paper

The teacher gave out papers to the class and you didn't get one. You say:

- a. "Give me a paper DAMNIT!"
- b. "I didn't get a paper."
- c. "You didn't give me a paper."
- d. "May I please have a paper?"



# “Excuse Me, Teacher”

**The teacher is talking to the class. You didn't understand part of her lecture. What do you do?**

- a. Look at your neighbor's notes.**
- b. Whisper softly to your neighbor for help.**
- c. Raise your hand and ask the teacher to repeat or explain what she said.**
- d. Wait until the end of class and then ask the teacher to explain her point.**



# Getting the Teacher's Attention

The teacher gave an in-class assignment. He agreed to talk with individual students if anyone needed help. You are in a hurry to begin your assignment but you want to talk to the teacher before you start. He is already talking to another student. What do you do?

- Sit quietly until the teacher notices you.
- Walk over to him, excuse yourself, and state your question.
- As soon as you see that the teacher has finished talking with the other student, raise your hand and try to make eye contact with the teacher.
- Walk over to the teacher and stand near him, frequently clearing your throat until gaining his attention.



# Please See Me After Class

**Your friend is having trouble in his class. The teacher asks to see him after class. Your friend doesn't speak English very well. You:**

- a. Go with your friend to see the teacher and speak for him.
- b. Stay with your friend for “moral support,” but let him speak for himself.
- c. Wait for your friend outside the classroom.
- d. Advise your friend as best you can, but allow him to see the professor solo.



