

NORMS AND EXPECTATIONS FOR STUDENTS

1. **Name plates**

- Students are required to display their name plates during class.

2. **Computers in the classroom**

- Computers are to be used for class related purposes only; your professor will specify when they can be used.

3. **Cell phones**

- Professors and students will turn off all cell phones, pagers, and beepers at the beginning of each class and keep them off for the duration of the class.

4. **Copyright laws**

- Students are expected to observe copyright laws which include not reproducing copyrighted material such as case materials and book chapters.

5. **Email**

- Professors will use your Tulane email account to communicate with you and you are responsible for checking this email account daily when classes are in session.

6. **Class attendance and punctuality**

- Professors expect on-time arrival to classes and presentations, with uninterrupted attendance for the duration of the class.

7. **Turning in work**

- If you turn in a late paper you can expect, at the discretion of the professor, to not have it accepted or to receive a grade penalty.

8. **Final exam attendance**

- Non-emergency reasons for missing final exams must be approved by your professor during the first week of class.

9. **Videotaping classes**

- Videotaping a class requires approval in advance by the professor.

10. **Dress**

- Students are expected to dress in a manner that is consistent with a professional educational environment.

11. **Food**

- No food is allowed in the classroom during class time; any drinks brought to class must be in a container with a lid.

12. **Decorum for approaching faculty to discuss grades and other class-related issues**

- Discuss grades and other class-related matters with your professor either after class or during office hours. Please first approach your professors with any issues and class-related questions that you have *before* bringing the matter to the attention of others.