

Office of Educational Outreach: Expectations of Program Participants

The Office of Educational Outreach expects that program participants will be engaged learners who will derive a range of benefits from our educational opportunities. To that end, we expect participants in these programs to conduct themselves courteously and respectfully.

The following are most common guidelines that should be followed:

Civility in the Classroom

(Modified from Recommendations Adopted by the Vice Chancellor for Student Affairs at SIUE, February 2005)

1. Learning is an active enterprise characterized by the sharing and discussion of ideas. If you disagree with something, do it in a tactful and professional way.
2. It is your responsibility to maintain classroom behavior that is professional, courteous and sensitive to the rights of others (e.g., it is disrespectful to interrupt or sleep in class).
3. Learning cannot effectively occur in a chaotic, unsafe environment of disrespect and incivility toward one another.
4. Get to class on time. Entering late disrupts the class for the instructor and your classmates.
5. Raise your hand and ask to be recognized. Do not interrupt.
6. Silence personal electronic devices and do not allow them to be a disruption to yourself or others.
7. Please refrain from consuming foods or beverages in the classroom, unless this is an integral part of the program.
8. If you have a problem or a question that requires discussion, make an appointment with your instructor. Your instructor may have a class immediately before or after yours.
9. Treat everyone in the class or the laboratory, including your instructor, as you wish to be treated.

Behaviors that are disruptive to the class (and/or program) or its participants will not be tolerated and may lead to a registered participant's removal from the class or program. Such disruptive behaviors include, but are not limited to,

1. Acts against self or others, including, but not limited to:

- a. Behavior or conduct which poses a threat to the mental, emotional, or physical well-being of self or others
 - b. Bullying
 - c. Direct threat of violence
 - d. Disorderly conduct including, but not limited to, lewd and indecent behavior, engaging in violent, abusive, boisterous or loud behavior
 - e. Harassment
 - f. Intentional interference with or disruption of any class
 - g. Misuse of social media or electronic devices, including, but not limited to, cyberbullying
2. Unauthorized possession or use of weapons or dangerous substances including, but not limited to:
- a. Any object that is intended to be used as a weapon
 - b. Dangerous chemicals or fuels
 - c. Explosives and/or explosive devices
 - d. Firearms
 - e. Fireworks
 - f. Pellet guns, B-B guns, air guns, taser or stun guns, or any object that a reasonable person could interpret as being a gun
3. Activity involving controlled substances, as defined by law. In addition, behavior related, but not limited, to incapacitation due to drug or alcohol use.
4. Intimidation or harassment based on protected class status. Acts of misconduct or a bias incident when committed by reason of the age, color, disability, gender, gender identity, marital or civil union status, national origin, race, religion, sex, sexual orientation, or veteran status of another individual or group of individuals.
5. Any individual who has received a persona non- grata notice from SIUE should not engage in any on campus activity as these individuals are subject to fine or imprisonment.

EDUCARD STUDENT EXPECTATIONS: In addition to the above, students participating in the Educard program are expected to review the syllabus and follow all of the instructor requirements as well as to adhere to the [Student Rights and Conduct Policy](#) for SIUE. Credit students have priority regarding instructor time.

Educard Participant Signature

Date