

Classroom and Online Etiquette

Students are expected to conduct themselves with professionalism at all times. Appropriate professional etiquette is expected in all communications with other classmates, instructors and external professionals and personnel who have a professional relationship with PAU.

Professionalism and classroom etiquette requires student attentiveness and engagement. It is unprofessional to utilize computers, tablets and smartphones in class for purposes that are not directly related to the current class topic and presentation. Residential course instructors have the option to make their classrooms “computer, tablet and smartphone free” and are authorized to take away participation and professionalism points for unauthorized technology use during class. That violation can result in the loss of half a grade for the class (e.g., an A will be reduced to an A-). When residential students ask to take notes in class with their computer, tablet and smartphone the faculty can request the student verify notes were taken and the technology was used as agreed. For online classes students should abide by the same principles as they self-regulate their own professional conduct during Zoom Meeting course discussions.

Behavior and written or verbal exchanges that are disrespectful, harassing, or otherwise professionally inappropriate are not acceptable. Students engaging in these behaviors will be counseled immediately. Students need to treat classroom engagements in a similar manner as they would engage with colleagues in a professional environment. Incidents of unprofessional conduct will be referred to the program advisor and noted on the student’s advising record. Repeated offenses will result in referral to the Student Evaluation Committee to determine the appropriateness of the student’s continuation in the program.

Students engaged in coursework via video teleconference should seek to have the most professional setting and background as possible with minimal visual and noise distraction. It is expected that while in class and on microphone/camera that professional behavior is maintained at all times.