

CLASSROOM ETIQUETTE

In order to enable you and your fellow students to study in an optimal learning environment and thus be able to profit from the close contact with the professors and seminar leaders **all students are kindly requested to keep to the following guidelines:**

1. **Students are expected to show up in time** for class.
2. **Cell phones and other electronic equipment should be switched off** during class.
3. **Laptops should only be used if actually needed for classroom purposes.**
4. **Students are expected to participate actively** in class as the quality of the classroom sessions depends not only on the professor, but also on the good involvement and participation of the students.
5. **Students are expected to show respect to** both professors and fellow students, alike.
6. **Students are expected to avoid** noisy or disruptive behavior as that obstructs other students' learning environment.

In case of disrespect, lecturers have the right to exclude students from the lecture and must report any such occurrence to the Program Director. In case of continuing misbehavior, the Program Director reserves the right to take further steps to ensure a constructive learning atmosphere.