

ACTCM Classroom Etiquette

In order to create an optimal learning environment, please follow these guidelines created by ACTCM students for ACTCM students. We are all here to learn together!

Take Responsibility for Your Education

You are here at ACTCM to learn to become a proficient and successful clinician. Please take ownership of your education and strive to be successful as a student and as a practitioner.

Attend Class

Every class is important. Missing classes means that you miss course material, making it harder to keep up with the course. If you must miss a class, contact your instructor ahead of time. Don't ask the instructor to repeat material you missed because you were not in class.

Be on Time & Wait for Break

If you cannot avoid being late, make sure to be unobtrusive about your entry. Let your instructor know if you need to leave early. Please wait until the break whenever possible to get up and leave the classroom.

Minimize Noise

Side conversations, eating and unpacking and packing bags and other activities can create distracting noises to others. Be aware of the noises you're creating and respect others.

Eating in Class

Eating in didactic classes is allowed at the discretion of the instructor. No food is allowed in practical classes. If you choose to eat in class, use some discretion of your own. Avoid foods that have a strong smell, make a mess or have the potential to spill, or foods such as potato chips that are loud to consume.

Children and Pets

Please respect your classmates by preserving an environment that is most conducive for focused learning and thoughtful discussion. If your child or pet needs care during a scheduled class, please notify the instructor and get notes from the missed class from a fellow classmate.

Classroom Technology 2.0

- If you are using a laptop, be sure it's for the purposes of the class and not general web browsing.
- Any video or audio recording of classes may be done only with the instructor's prior approval.
- Turn off cell phones and don't text during class. Phones are distracting for you and those around you.

Respect Your Peers

It is good to ask questions and make comments, but keep them related to the discussion at hand. Do not dominate the class with too many questions or comments if it is only relevant to you - save them for the break or after class.

Respect all opinions. Others may have different ideas and opinions from yours and may ask questions that you would not, but they deserve the same level of respect from you as you wish from them.

Respect Your Instructor

You can enhance the class discussion by asking for clarification and expressing your opinions when appropriate and in a respectful matter. However, openly challenging the instructor's knowledge or authority in the classroom is disrespectful. If you have differences with your instructor's information or teaching methods, you may want to discuss your issues with the instructor outside of the classroom in a non-confrontational manner.