Class Norms

**Attendance and Punctuality**

* BE HERE! Aim for 100% attendance. Please make appointments and other commitments outside of class hours. Treat it like a job!
* Students should be on time for their classes, return from breaks at the agreed times and notify the lecturer beforehand if they need to leave the class early.
* If students cannot attend the class they should contact the lecturer directly via WhatsApp or email **steale.foumakis@tafesa.edu.au**
* Students should follow-up an absence from class by either speaking with the lecturer or obtaining the necessary notes from another student. It is your responsibility to catch up on any work before the next class.
* People who are regularly late or absent and cannot fulfil the requirements for participation should discuss their options with the class lecturer.

 **Respectful Communication**

* MUTUAL RESPECT
* Students should address each other and the lecturer in a courteous and civil manner at all times. This means one person speaking at a time and everyone having the right to speak.
* It’s OK to disagree with an idea but disagree with the idea, not the person. Be aware that the group is made up of diverse cultures, ages and backgrounds - be sensitive and tolerant to differences.
* Inappropriate swearing, jokes, and ‘put downs’ should be avoided.
* The safety and well-being of all students in the class is paramount. No student should feel threatened by another or tolerate unwelcome attention.
* What people talk about in class may be personal and confidential and must be respected and not repeated to others outside of class.

 **Effective Participation**

* CONTRIBUTE
* Students should try to participate effectively and support and encourage the participation of others.
* Wearing headphones or using a mobile phone in class is not appropriate.
* Students should come to class with the necessary materials and be aware of their responsibilities towards others.
* Students with personal problems should refrain from raising them inappropriately but may wish to seek support from learner services.
* Negativity can affect the participation and enjoyment of others, feedback should be constructive.
* Genuine complaints should be dealt with through the lecturer, Educational Manager, Learner Support or Access and Equity staff.