

## **Marketing Rules of Class and Online Conduct and Behavior**

It is important that students' behavior in class does not interfere with nor disrupt class activities. Therefore, please adhere to the following rules when attending classes in the CBA:

- Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
- All cell phones, smartphones, and other electronic devices (e.g., pagers, iPods) should be turned off (or on vibrate) and hidden from view (unless allowed by the Instructor).
- Faculty have different policies regarding the use of laptop and tablet computers in the classroom. If laptop and tablet computers are permitted, use them for (quiet) note taking only, not for accessing the Internet, checking e-mail messages, personal tasks, etc.
- Respect other students by not making fun of them or their ideas, and by not holding side-conversations that detract from class discussion/activities.
- Be polite and respectful towards others, the instructor, and other students.
- Food and beverages are NOT permitted in CBA classrooms. Those must be consumed in designated areas only.

The above rules about respectful behavior, constructive interaction, and polite/respectful communication also apply to online communication (e.g., email).

- Be professional and respectful in all oral, written, and online communications. Do not use foul or inappropriate language and do not engage in "bullying" or "cyberbullying".
- Take time to proof all online communications before sending to ensure that you use respectful and clear language.