ETIQUETTE

Responsible Communication — We will spend a significant amount of time discussing texts and ideas in small and large groups, and you should feel free to see our classroom as a safe space for you to explore your creative thinking. Because conversation is so important to how we learn in section, I want to encourage everyone to consider how we can be responsible listeners and communicators. In order to do that, I offer the following guidelines for our discussions:

- **Step Up, Step Back** — those of us who don’t speak much in class will challenge ourselves to say something every day; those of us who speak more will challenge ourselves to be active listeners.
- **Listening is more than not talking** — you have to be active. So take notes, ask questions, reflect.
- **Be courteous to your peers** — cell phones must remain off (or on silent) and out of sight during class. Laptops and tablets are to be used only for taking notes. You may find that if you take notes by hand, you may write less but remember more. This is not a requirement but something for you to consider.

Contacting the Instructor — The best way to contact me is via email at TeachingAssistant@ucla.edu. I do my best to respond to messages within 24-48 hours, Monday through Friday. I am happy to answer short questions about the course via email, but for more involved conversations you should come see me during office hours. I will not respond to student emails about papers 24 hours before they are due or 24 hours after I return graded work.

ACADEMIC INTEGRITY

Representing the ideas, thoughts, or works of another as your own is a serious offense. In accordance with UCLA policy, cases of student plagiarism will be reported to the Dean of Students. Please speak to me before submitting your paper if you have questions about proper citation. I encourage you to visit the following website for a thorough explanation of UCLA’s policies on academic dishonesty: [http://www.studentgroups.ucla.edu/dos/students/integrity/](http://www.studentgroups.ucla.edu/dos/students/integrity/)

PLANNING AHEAD TO AVOID LATE ASSIGNMENTS — Please take a long, thoughtful look at your schedule for the entire quarter (including travel plans, sports events, standardized test dates, family visits, grad school or internship application deadlines, religious and secular holidays, etc.) and plan your workflow accordingly. If you contact me early in the quarter about any potential conflicts, I will be happy to work with you so that you can complete assignments well in advance of the projected due date.

HEALTH AND WELLNESS — Studying at UCLA can be an exciting and rewarding experience, but the pressures of academic commitments, family relations, and interpersonal relationships can sometimes loom large in students’ lives. If you need help establishing a healthy balance between...
Teaching Strategies:
Cheating, Grade Complaints, and Disruptive Behavior:
Preventing & Managing Teaching Challenges

your personal, academic, and financial needs; if you feel that talking with a health-and-wellness professional would give you insights into developing healthy study or personal habits; if you are experiencing chronic stress; or if you are in the midst of a crisis—UCLA has a wide range of resources to help. Contact the Ashe Center www.studenthealth.ucla.edu or Counseling and Psychological Health Center, 310-825-0768, www.caps.ucla.edu.

Disabilities
Please let me know if you have a disability that might affect your performance or experience in this class. Students needing academic accommodations based on a disability should contact the Center for Accessible Education (CAE) at (310)825-1501 or in person at Murphy Hall A255. When possible, students should contact the CAE within the first two weeks of the term as reasonable notice is needed to coordinate accommodations. For more information visit www.cae.ucla.edu