Building Classroom Community

Work with a partner. Read over the expectations I’ve made for myself, and then **edit and/or add** anything that you think may be missing. Then, talk to your partner and write down 5 items for “What can Jeff expect of you?” and “What can you expect from each other?” Take your time and really think through this with your partner.

**What can you all expect from Jeff?**

- Hold weekly office hours: Fridays 11:00 to 11:50 AM, Kerr 260
- Make appointments with people who cannot attend office hours
- Communicate news and announcements with you all via e-mail
- Answer e-mails promptly. “Promptly” is defined as:
  - M-Th: Within 24 hours
  - Friday-Sun: Before 5:00 PM Monday
- Lead discussions and activities, and response to student questions during section
- Create activities to practice ideas from the textbook and lecture
- Be prepared for every section with a lesson plan, handout, activity, task, and/or PPT presentation AND THEN upload all materials to Canvas
- Grade student homework, papers, and other assignments
- Take attendance for every section
- Follow the principles of intercultural communication being taught in this course
- Learn all of your names
- Treat you all with respect and understanding

**What else would you like to see from me?**
- Review necessary info for final & papers
- Review for quizzes if possible... See-mail re: quizzes
- Upload content from textbook (as needed possible)
- Talk to Julia re: book reserves
- Allowing food & beverages (within reason, e.g. smelly fish)
- Give feedback on assignment (amount to be negotiated during quarter)
- Specific grading (rubrics, etc.)
- Encourage more balance in conversations - Can OCCASIONALLY call by name
**What can Jeff expect from all of you?**
- Be “on time” - Class starts at 8:00am, you’re late at 8:10am (some flexibility for weather/circumstances)
- Ask for clarification as needed
- Do not be distracted by electronics
- Be engaged - answer question, be involved, active listening → looking at person, indicating they’re listening (e.g. in the US, nodding your head, eye contact)
- You can and will manage own work
- You will contact me if you won’t be here (in non-emergency situations)
- You will complete the reading and assignment on time (more often than not)

**What can you expect from each other?**
- Show respect to others
- Acknowledge the differences in cultures
- Acknowledge that we may have different practices & beliefs
- “Don’t tear it down”
- Always try to understand other POVs - Will “try it on”
- Patience & understanding when/if a person causes an offense
- Intent vs. Impact
- Cooperation and willing to collaborate (sharing)

*Updates Thursday April 20th*
**What can you expect of Jeff?**
- If/when I make a mistake, I will own up to it and correct it

**What can Jeff expect of you?**
- If/when you make a mistake, I will own up to it and correct it
- If you miss class, you will review the PowerPoint and materials, and then, if needed, e-mail me with questions about anything that was missed

*Updates Thursday May 4th*
**What can you expect of Jeff?**
- I will be as specific as possible regarding grading
- I will include all relevant grading rubric info to be as specific as possible (points per section)

**What can Jeff expect of you?**
- If you are unsure about a specific grade/score, you will ask me about it