

## McNair Scholars Program Academic Etiquette

Life as a McNair Scholar has both academic and social dimensions. Following some basic rules of etiquette can make our interactions far more productive and enjoyable for all concerned.

1. Attend seminars and small group meetings
  - Pay attention; assume that everything said in the session (by both the staff and other students) is important.
2. Be present in class
  - Do not work on other assignments, read the newspaper, write letters, check email
  - Turn off phones while in seminar and small group.
  - Avoid “sidebars,” individual conversations with other students.
  - Unless you are specifically using it for work related to seminar or small group, keep your laptop/tablet stowed.
  - Unless related to the seminar or small group topic, do not surf the web
3. Arrive on time
  - Arriving late interrupts the flow of the session and disturbs other students
  - Unless you have notified staff in advance, plan to stay until the end of the session
4. Read the Syllabus
  - The syllabus answers many questions about the seminar
  - Read it carefully and ask for any clarification about content, particularly about deadlines or the description of assignments
5. Take Responsibility for Absences
  - A Note from healthcare provider generally required for an excused absence
  - If you must be absent, take responsibility for making up the work
  - If needed, make an appointment with staff to go over missed work
  - Check Gauchospace for Powerpoint presentations covering the material you missed
6. Meet Deadlines
  - Discuss your concerns about not meeting a deadline BEFORE the assignment is due.
  - If, for a good reason (not just because you procrastinated), you will not be able to meet a deadline, contact Dr. Martinez-Vu to discuss the possibility of submitting your assignment late
  - Recognize that failing to meet a deadline for whatever reason, may well result in reduction of your stipend.
7. Keep appointments
  - Make an appointment at a mutually convenient time
  - Arrive in a timely manner for the appointment
  - If you cannot make the appointment, be sure to cancel in advance
  - If you will be unavoidably delayed, call or email to say when you will arrive or to reschedule the meeting
8. Use of common space
  - Make and receive phone calls outside the office to avoid disturbing others working in the common space
  - Keep the common spaces (seminar room, main room) clean.