

# ACADEMIC ETIQUETTE

THE "DO'S" & "DON'TS" OF CLASSROOM & CAREER SUCCESS

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## Professionalism

In an academic environment, the expectations are high and the rewards are BIG!

## Conduct

In college, EFFORT + QUALITY = GRADE EARNED. Bribes and favors in exchange for higher grades are not appropriate

## Communication

Talk to your professor early and often about any concerns you may have. Do not wait until the last week of class to discuss your performance.

Effects of Mindset on Achievement		
	<b>Growth Mindset</b> Desire to LEARN	<b>Fixed Mindset</b> Desire to LOOK SMART
Challenges	Embrace challenges	Avoid challenges
Obstacles	Persist in the face of setbacks	Get defensive or give up easily
Effort	Effort = Path to mastery	Effort = Only for untalented
Criticism	Learn from criticism	Ignore criticism
Success of Others	Find lessons and inspiration	Feel threatened

Academic success will not only help you in the classroom, but these tips and strategies easily translate to your career experience as well.

## Make A Great First Impression

- Eye Contact
- Firm Handshake
- Clear and concise speech

## Dress for Success

- "What you wear says how much you care!"
- Whether you believe it or not, what you wear to class sends a message to your classmates and to your professor. Are YOU sending the right message?



## Three Keys to Academic Success

If you find yourself failing or struggling in your classes, take the following plan of action:

- Attend class EVERY TIME with no absences
- Complete ALL assignments and turn them in on time
- Visit with your professor often and attend tutorials at least twice a week until your grades improve.



## Accountability

- “Your attitude determines your altitude!”
- It is your responsibility to read and follow the course syllabus. Avoid asking your professors about policies that are clearly outlined in the syllabus unless clarification is needed.
- Become an active listener and active learner. Be present and prepared. Life happens, but it is equally important to take responsibility for your actions rather than make excuses.

10% of Conflicts  
is due to difference  
in opinion and  
90% is due to  
wrong tone  
of voice.

## Communication Tips

- Use a professional email address (such as, firstname.lastname @\_\_\_\_\_.com)
- Put your full name and your course name in the subject line when emailing your professor
- Be courteous of your professors time (for example, avoid visiting professors at the very end of their office hours with major issues or concerns)