



# Dining Etiquette 101



Office of Student Affairs

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[www.tamiau.edu/studentaffairs](http://www.tamiau.edu/studentaffairs)



# Mission

The Office of Student Affairs strives to promote and encourage students to foster skills essential to their ethical, intellectual, social, and personal development. Student Affairs prepares students to become engaged and constructive members of a diverse, dynamic, and global society. Using the principles of discover, learn, serve, lead, succeed, the Office of Student Affairs is able to offer students a deliberate means of campus involvement centered on the Honor Pledge, internationalization, multiculturalism, student life, self-awareness and community engagement. Truly preparing students to GO GLOBAL!



# Goals

- Coordinate an orientation program for all entering undergraduates and international students, as a means of connecting students to essential offices, provide a glimpse of Dustdevil life, facilitate laws and rules compliance and create a seamless transition to the University.
- Strengthen the development of interpersonal, leadership, communication, and personal skills that enhance and complement the academic performance of students and the achievement of their career aspirations.
- Increase student participation in campus activities, student organizations, study abroad and engagement programs.
- Expand programs that promote co-curricular growth and engagement in our students through international promotion, community engagement and involvement.



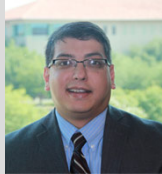
# Goals

- Provide professional services to students in the areas of social and cultural programming and assisting in complying with government regulations.
- Maintain a comprehensive, fair and impartial student conduct process for both academic and disciplinary violations of the Student Handbook and Honor Pledge.
- Offer students experiences that allow for an increased awareness of self, groups, social and cultural diversity that enhance the importance of effective goal setting for success in a global community.





# Who Are We?



**Jerry Alva**, **director of student affairs**

Provide leadership to Student Affairs team, University chief conduct officer, maintain collaborative relationships with students, faculty, staff and community/university partners, advocate for student needs and concerns



**Triana Gonzalez**, **associate director of study abroad and exchange programs**

Study abroad and exchange program coordinator, faculty led programs liaison, cross-cultural promotion and learning



**Mayra Hernandez**, **associate director for student conduct and community engagement**

Primary investigator of student conduct cases (academic and disciplinary), community engagement and service projects, promotes Honor Pledge and student conduct compliance



**Miguel Trevino**, **associate director for student activities and leadership**

Student organization/orientation development and compliance, student leadership programs, Campus Activities Board and Student Government Association Advisor



# Who Are We?



**Adrienne Rocha, student orientation and involvement coordinator**

Student orientation programs and leaders, student organizations and co-curricular programing, Campus Activities Board Advisor



**Cynthia Martinez, international student programs and services coordinator**

Non-academic international student advisement, study abroad records and general information, international student records, change of status, OPT, CPT



**Sylvia Hinojosa, community standards and student engagement coordinator**

Student conduct outreach and education, volunteer programs and activities, student involvement and engagement



**Sarah Herrera, staff assistant**

Connecting students to services, account information and processing, general office support



# Your Role as a Student Leader

- You represent TAMIU in everything you do.
- You are role models to Laredo youth.
- You are a role model to the Laredo Community.
- You are role models to your organization.
- You are leaders at TAMIU.





# Dining Etiquette

- Set of rules that govern the expectations of social and dining behavior in a workplace, group or society.
- Table manners are visible sign that you are a polished and knowledgeable professional.







# Interviewing Meals

- Employers need to trust you can represent them in social settings with customers, clients colleagues and competitors. They will be watching your dining manners.
- The focus is on the interview, not the food!





# Pre-Planning

- Research the business and people with whom you'll be dining.
- Eat a light snack before you go, as you might not get to eat much.
- Turn off your cell phone before you go in the meeting.





# Culture and Manners Institute Tip

- When you address your interview, older business associate or boss, address the person with an honorific or title (Mr., Mrs., Dr....) unless they tell you otherwise.





# 1<sup>st</sup> Impressions

## Clothing

- Your dress is either working for you or against you.

## Introductions

- “Hello Mr./Ms. Smith. It is very nice to meet you.”  
My name is Joe Smith.
- Continue to use proper names when addressing your host until they give you permission to call them by their first name.

## Shaking Hands





# Common Courtesy & Respect

- Courtesy for woman in social professional settings.





# Table Conversation

- Do not talk business until your host brings it up.
- Avoid hot button topics such as religion, politics and money.
- Safe topics are weather, sports, current events and common interests.





# Culture and Manners Institute Tip

- Oh my aching back! People who talk about health complaints without coming up for air are a real pain...well, you know.





# Common Sense Etiquette

- Turn off phone before any meal or interview.
- Men should never wear a hat at the table.
- Do not smoke before or at an interview meal.
- Excuse yourself to go to the restroom to blow your nose - don't blow your nose into your napkin.





# Napkin Use

- Place napkin on the lap after everyone has been seated.
- Fold napkin in half with crease towards you.
- Never use as a bib.
- Place napkin in chair when temporarily leaving the table.
- The host should be the first to put the napkin on the table at the conclusion of the meal.
- Fold napkin with the soiled side in and place to the right of the plate at the end of the meal.



# Courses

- Appetizer
- Soup
- Salad
- Entrée
- Dessert





# Ordering

- Take your lead from your host when ordering.
- Do not order the most expensive item on the menu.
- Order something that will be easy to eat and not messy – no spaghetti, chicken wings, ribs, etc.
- Do not order alcohol! If the host orders a bottle of wine and insists, only have ONE glass.





# Table Settings

- Solids to the left – Liquids to the right  
“OK” = “b”read and “d”rink.
- Pick up silverware from the outside in –  
towards your plate.





# Table Manners

- Wait for your host/hostess to pick up his/her fork to eat first.
- Wait until everyone at the table has been served before beginning to eat.
- Never reach across the table for something, always ask for it to be passed.





# Managing Soup

- Soup spoon is provided by your waiter or it is on the table sitting to the right of teaspoon.
- Hold spoon with thumb across the top of the handle, not with the handle in palm of hand.





# Managing Soup

- Place crackers in soup when home alone with blinds closed.
- Other crackers should be eaten with soup, not in soup.
- Bowl may be tipped away from you.
- Rest spoon on saucer/platter. If no saucer, then in cup or bowl.





# Table Manners

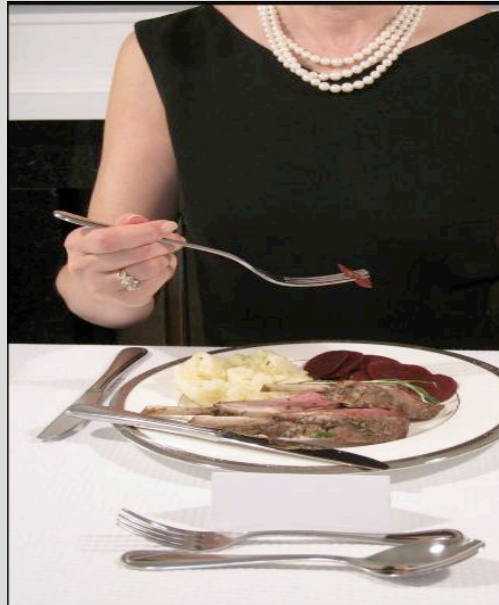
- Salt and pepper are always passed together.
- Food is served from the left and dishes are cleared from the right.
- Everything gets passed to the right. If you are first to take the bread basket, offer to your left first, take your piece, then pass to the right.





# Dinning Styles

## American Style



## Continental Style





# Eating Tips

- Do not talk with food in your mouth.
- Chew with your mouth closed.
- Eat rolls by tearing off bite size pieces and buttering only one piece at a time.
- Cut one bite sized piece of meat at a time.
- Cut your salad if the leaves are too large.
- Taste your food before seasoning it.



# Dining Styles

American Style  
Resting Position



Continental Style  
Resting Position





# More Eating Tips

- Never rest your elbows on the table – forearms are ok.
- If you need to remove food from your mouth, remove it the same way it went in. Do not spit it into a napkin.
- If you don't like something, don't eat it, but don't make a big deal out of it.





# Additional Tips

- If you drop a utensil ask for a new one.
- Take small bites as you will be answering interview questions.
- If you need to excuse yourself, put your napkin on your seat.
- If you spill something don't make a big deal about it.



# Dining Styles

American Style  
Finished Position

Continental Style  
Finished Position





# Culture and Manners Institute Tip

- During a business meal or interview, never ask for a doggie bag for leftover food, no matter how much food is left, or how much your dog would appreciate it.





# When You Are Finished

- Lay your fork and knife (sharp side of knife inward), at the 3:00/9:00 position.
- Leave plate where it is – don't push it away.
- Used napkin goes next to your plate, not on top of the plate.
- Do not ask for a toothpick.





# Culture and Manners Institute Tip

- You may not use a toothpick in public to dislodge debris from in between your teeth – not at the table, not on your way out of the restaurant; hanging the toothpick out of your mouth...only at home when you are alone in total darkness.





# Final Etiquette Points

- Use “please” and “thank you” and always be polite to the wait staff.
- Remember: the main point of the meal is the interview, not the food.
- Always send a thank you note for the interview and the meal.



# Style and Grace

- Your competitive edge.





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