

Etiquette 101

The Learning Center (TLC)

Location: The Central King Building-G22

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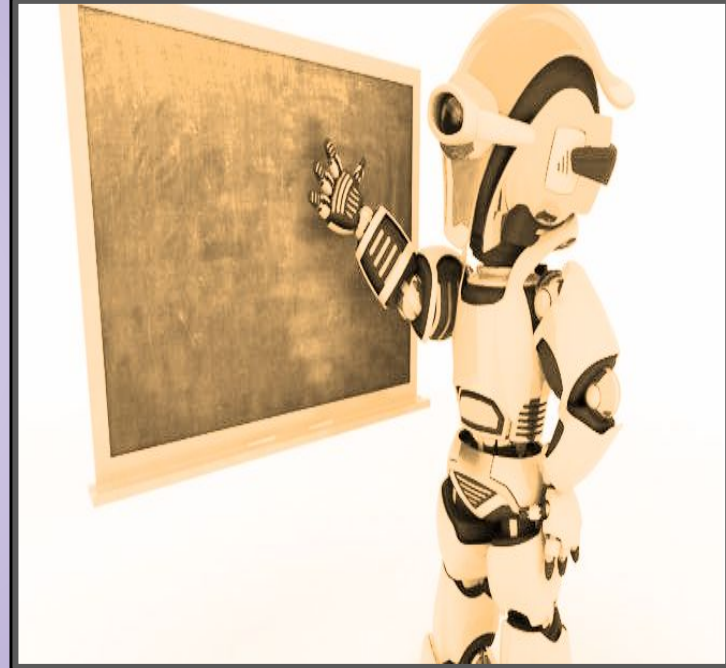
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Classroom Etiquette

- Arrive on time for your classes. Being late is disruptive to your professors and classmates. In addition, you may have missed salient information that is needed for an upcoming project or exam.
- Raise your hand and wait to be called upon by your professor(s). Thank the professor(s) when they have addressed your question(s).
- Do not interrupt the dialogue between a professor and student.
- Ideally your cell phone should be turned off before you enter your classrooms. This also includes your computer if it is non-academic related to the class that is in session. *Your professors have the right to fail you if you are utilizing your cell phone, computer or any kind of electronic device during your exams.*



Classroom Etiquette

- **Stay for the duration of your classes.**
- **Your class time is not over until your professors give you the green light. Basically, do not assume or demand that class time is over by packing up your books.**
- **It is your responsibility to notify your professors when you are absent from any of your classes.**
- **Always be respectful to your professors and classroom peers. Please keep this in mind always, it is about your reputation.**
- **Avoid side discussions during your classes. This is disruptive and disrespectful to your professors and classroom peers.**



Image Courtesy of:
<http://www.keepcalm-o-matic.co.uk/p/keep-calm-and-follow-directions-8/>

Phone Etiquette

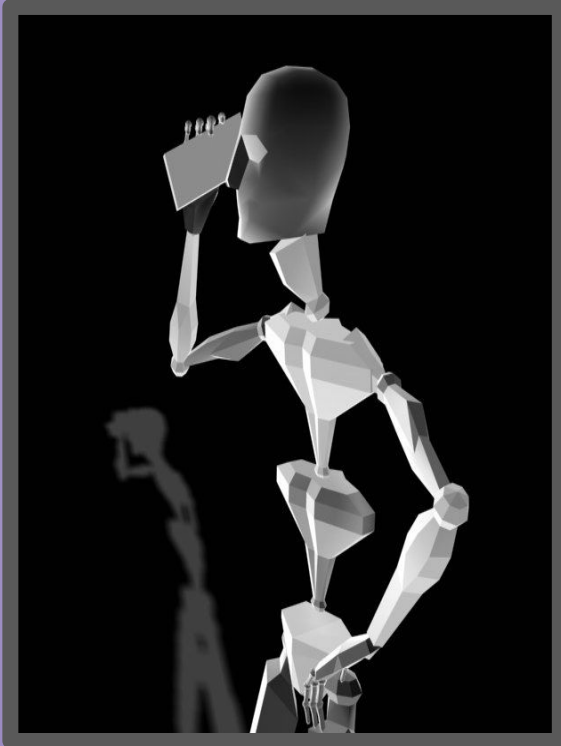


Phone Etiquette

- **Based upon researchers, telephone etiquette entails being aware and respectful to the person you are conversing with.**
- **Being respectful of others who are sharing the space with you while you are on the phone.**
- **Be aware of your speaking volume when taking phone calls in public. Not everyone wants to hear your phone conversation(s).**
- **Take the initiative and leave a study area such as the library, classroom, and other spaces that are being occupied by others and simply go to an isolated to continue with your phone conversations.**
- **Avoid lighting up your screen when going to theaters to see a movie or play...etc.**



Phone Etiquette



- Respect quiet zones such as places of worship, hospitals, study areas, classrooms, conferences and funeral homes. Please turn off your cell phones during flights when instructed by the flight crew. Refusing to follow their directions is selfish and dangerous.
- Select a ringtone that is not too loud or offensive to others.
- Avoid being on speaker phone when in public.
- Keep the receiver of your phone call at a reasonable volume.

Email Etiquette

New Message



Recipients

Subject

Email Do's

- **Have a clear subject line**-Having a specific subject line will increase the chances of your email(s) read.
- **Use a professional salutation/greeting**-Avoid using “Hey”, “Wassup”, and “Yo”. Instead use “Dear”, “Hi”, “Hello”, “Good Morning”, Good Afternoon”, “Good Evening”, “To Whom It May Concern”. Include the person’s name in the greeting-**Dear Jane, Hello Rishi, Good Morning Professor Cheng or Hi Mr. Broxton**- is the correct way. Use a comma or colon after the person’s name.
- **Always have a clear signature**-Include all of your contact details so the recipient doesn’t have to look up your address, email or phone number.

Email Etiquette

New Message



Recipients

Subject

Email Do's

- **Proofread your messages**-Check your spelling, grammar and message before hitting “send.”
- **Keep private information confidential**-If you have to share highly personal or confidential information, do so in person or over the phone. Ask permission before posting sensitive material either in the body of the email or in an attachment.
- **Respond to all emails**-It is the right and polite thing to do.

Email Etiquette

New Message



Recipients

Subject

Email Don'ts

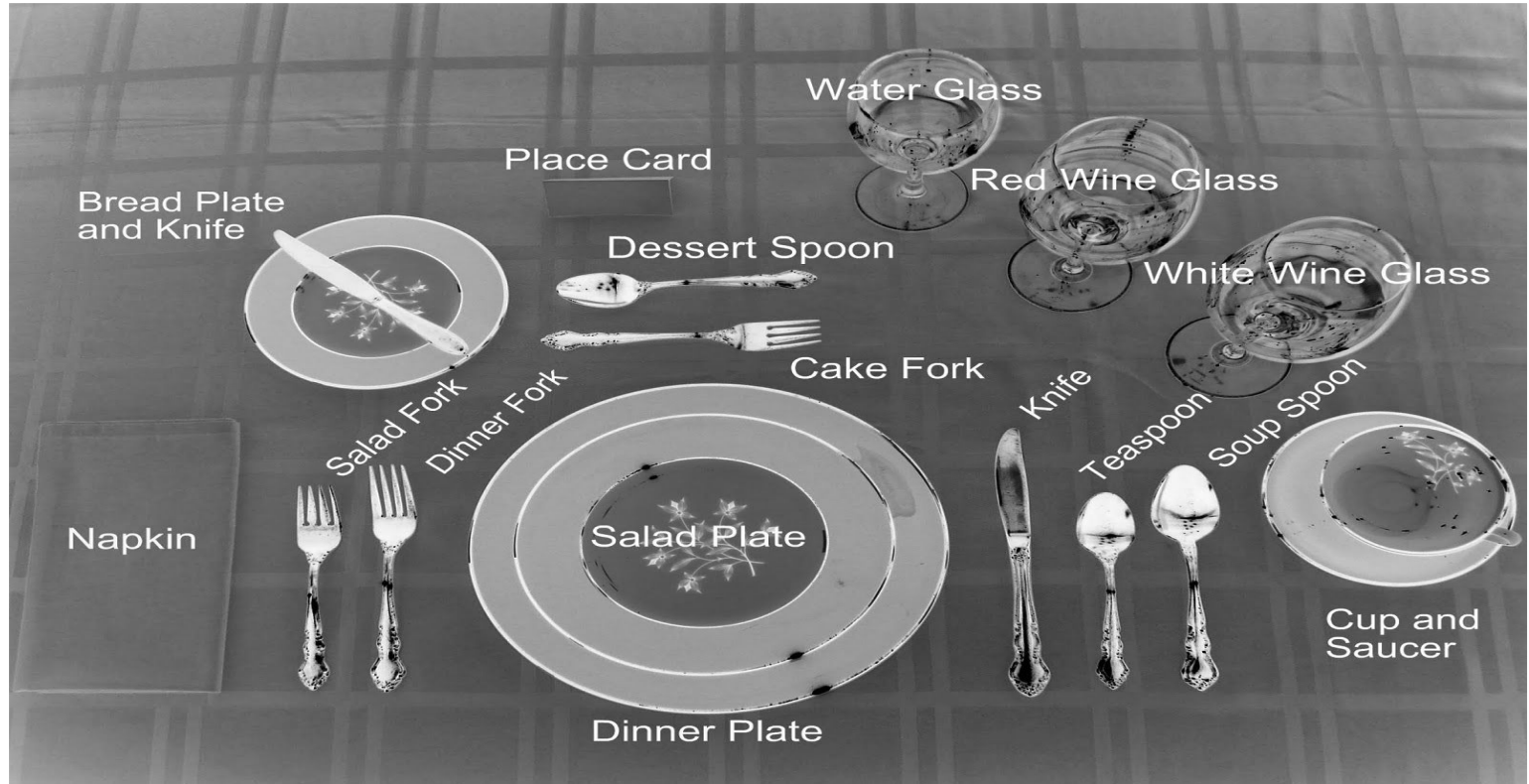
- **Avoid sending angry emails**-If you are upset, wait until you are calmer. In addition, sending an angry email could put you at risk for being accused of harassment, being a threat and may get you into legal trouble. Remember that any email sent is a dated and time stamped document.
- **Avoid CAPITALS and excessive exclamation points**- Unless the person is a friend, family member or peer that you know personally using words in all capitals is considered “shouting” and the overuse of !!!! is not professional.
- **Avoid sending long emails**-Keep email content short and to the point. Many humans are bombarded with hundreds of email a day. Sending long emails may cause the recipient to disregard it or glance over it that may cause your information to be misinterpreted.
- **Utilize and check your NJIT email**-Get into the habit of checking your NJIT webmail for salient information. In addition, the majority of NJIT faculty and staff will not respond to a non-NJIT webmail accounts.



**CLEAN
UP
YOUR
OWN
MESS**

- Cleanup after yourself. This entails throwing away your beverage bottles, scrap paper and other items of yours away. Leaving behind your trash and not keeping your desk or study space neat is rude/disrespectful to other students, professors and the university.
- *Scenario/Role Play: Would you like someone to come to your home and leave their trash behind for you to clean up?*

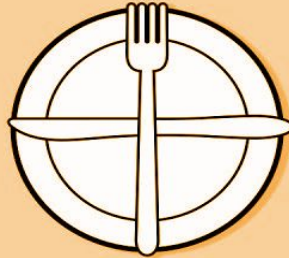
Dining Etiquette 101



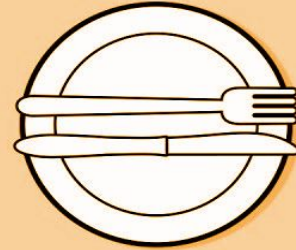
Dining Etiquette 101



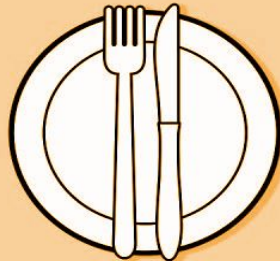
STILL EATING



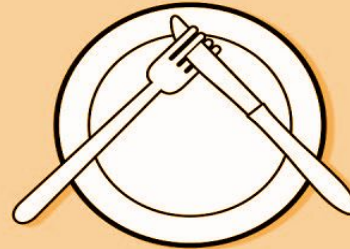
**EXPECTING ANOTHER
COURSE**



**IT WAS
DELICIOUS**



I'VE FINISHED



I DIDN'T LIKE IT



thank
you

