Norms and Consequence Samples

General, Long-term Workshop Norms
• Begin and end on time
• Mute or turn off cell phones
• Take care of personal needs as necessary
• Focus on the goal
• No sidebar conversations
• Actively participate—those who do the work do the learning!
• Listen to others
• Practice the Seven Norms of Collaboration
  o Pause
  o Paraphrase
  o Probe
  o Put ideas on the table and pull them off
  o Pay attention to self and others
  o Presume positive intentions
  o Pursue a balance between advocacy and inquiry
• Commit to action

Blunt Course Norms
• Be on time and don’t leave early
• Actively engage in learning activities
• Engage in discussions but limit your voice
• Limit side conversations
• Use electronic devices for legitimate class activities (note-taking, assigned tasks)
• Ask questions if you are confused
• Do not interfere with the learning of others

Subtle Course Norms
• Be present and engaged
• Monitor air time and share your voice
• Challenge with respect
• Stay focused on learning
• Risk productive struggle

Professional Norms (from Keaton article)
We will practice professionalism – behaviors expected in a professional workplace.
• Excellence
• Honesty and integrity
• Expertise
• Humility
• Respect
• Compassion
• Awareness of interpersonal boundaries
• Comportment
**Norms for Discussion** (from Ambrose et al, 2010)

- Listen actively and attentively.
- Ask for clarification if you are confused.
- Do not interrupt one another.
- Challenge one another, but do so respectfully.
- Critique ideas, not people.
- Do not offer opinions without supporting evidence.
- Avoid put-downs (even humorous ones).
- Take responsibility for the quality of the discussion.
- Build on one another’s comments; work toward shared understanding.
- Always have your book or readings in front of you.
- Do not monopolize discussion.
- Speak from your own experience, without generalizing.
- If you are offended by anything said during discussion, acknowledge it immediately.
- Consider anything that is said in class strictly confidential.

**Sample Consequences**

_in order to maintain a positive, safe learning environment for everyone, failure to adhere to classroom expectations may lead to:_

- Verbal warning from instructor
- Loss of points or change in grade
- Removal from class
- Private meeting with instructor to discuss behavior
- Paper or action plan that describes future behavior that better reflect appropriate behaviors
- Meeting with the Dean of Students
- Loss of institutional privileges
- Academic suspension or dismissal

**Sample Action Plan** (Steps from Bart article to follow if you have a private meeting with a student.)

1. Describe the behavior and its impacts
2. Listen to the student’s perspective and response
3. Discuss appropriate behavior
4. Discuss resources to promote success
5. Reiterate or set parameters for future behaviors
6. Share consequences for noncompliance
7. Summarize the conversation
8. Inform of any follow up:
   - Document the conversation and plan
   - Decide who you will inform
   - Check in with the student