Student expectations and norms:

- Be prepared for class.
  - Complete pre-class assignments.
  - Take necessary notes on pre-class assignments so that you ready to work with the material. (e.g. note any relevant definitions, theorems, ideas from the material).

- Be present and engaged during class. Those who do the work do the learning!
  - Arrive on time.
  - Actively engage in learning activities.
  - Stay focused on learning.
  - Use electronic devices for legitimate class activities (note-taking, assigned tasks). Please mute cell phones.
  - Ask questions if you are confused.
  - Monitor airtime and share your voice.
  - Risk productive struggle! (Learning requires failure!)
  - Wait until being dismissed before packing up.

- Collaboratively work with your peers (in assigned or unassigned groups) during class.
  - 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.
  - Take responsibility for the quality of the discussion.
  - Build on one another’s comments; work toward shared understanding.
  - Do not monopolize discussion.
  - Practice the Seven Norms of Collaboration:
    * Pause
    * Paraphrase
    * Probe
    * Put ideas on the table and pull them off
    * Pay attention to self and others
    * Presume positive intentions
    * Pursue a balance between advocacy and inquiry

- Communicate needs and assistance.
  - Discuss upcoming absences as early as possible. (There are always emergency situations that come up that you won’t know about in advance, but if you are aware of an upcoming absence, please discuss it with the instructor as soon as possible.)
  - If you are having a hard time with the material, reach out to the instructor promptly.
Faculty expectations and norms:

- All of the above!
- Begin and end on time.
- Respond to emails within 24 hours, unless it is the weekend. In the case that the question is fundamentally mathematical and requires a more involved explanation, the instructor may request to schedule a meeting to discuss the material.
- Return any work as promptly as possible, but no later than 2 weeks after it is turned in.
- Assess student work accurately and fairly.