1. Everyone laughs at Nicks jokes  
   2. Focus on task  
   3. Ask for help when needed  
   4. Offer a quiet workspace if needed  
   5. Take notes  
   6. Offer good constructive criticism/be honest & kind  
   7. Don’t be afraid to speak up  
   8. Be respectful of others speaking  
   9. Every one participates  
   10. Encourage others to speak up  
   11. Enjoys themselves  
   12. Be mindful of others differences  
   13. Try to keep background noise to a minimum  
   14. Don’t eat/drink into microphone  
   15. Try to be punctual

Show up on time  
stay on topic  
go to a quiet place free of noise.  
tell groupmates if you're not going to be in class/on time.  
group text messaging?  
everyone needs to participate.  
listen with an open mind.