

**Classroom Standards
Academic Year 2018-2019**

Welcome back! Let me take this opportunity to remind you of how we maintain professionalism in the classroom. This includes your appearance, how you take care of our classrooms, how you complete your work, and how you interact with others. Please spend a few minutes to review these expectations, which are consistent with what the Commandant has outlined in AFCWI 36-3501 (Cadet Standards). I expect you to hold yourselves, and each other, accountable for maintaining these standards.

Appearance – Look and dress like a professional.

- Ensure that your hair is cut / styled within regulations. Basic hygiene is also important to maintain.
- Wear uniforms that fit; you'll enjoy wearing them when they do.
- Wear the right uniform. The Uniform of the Day (UOD) is well-known. If you have activities that require a different uniform, wear the UOD to the maximum extent possible, changing when it doesn't interfere with your duties.
- Proxy badges should be properly displayed IAW Cadet Standards.
- Consistent with Cadet Standards, all cadets should be in authorized UOD until Retreat. C3Cs will remain in authorized UOD until ACQ. C4Cs will remain in authorized UOD until Taps.
- Evening uniforms: If you're interacting with professionals (for example, at evening activities in the Falcon Center or at EI in student academic services), you may wear UOD, full running suit, or professional civilian attire (i.e., no shorts, jeans, or t-shirts). Unrecognized cadets may not wear civilian clothes.

Classrooms – Take good care of our shared classroom spaces.

- Our classrooms are common work areas, and we are all responsible for keeping them in neat condition. Clean up any messes you make. When possible, leave the classroom neater than you found it.
- With the exception of the 3rd floor lectinars, eating in classrooms is not allowed. Eating in the alcoves is allowed; please be responsible stewards of that space.
- Drink from spill-proof mugs. Plastic bottles with caps don't spill, so they're OK. Disposable cups from the coffee shop are not OK.
- Please be sure the wallpaper and screensavers on your laptops are appropriate for others to view.

Your Work – Fulfill your academic duty by always doing your best.

- Classes: you must attend them. Refer to USAFAI 36-3536 for details about excusals.
- Come to class on time, well-prepared, and ready to participate in all class discussions and activities.
- You are expected to have your own copy of all required course materials (e.g., textbooks, software licenses, etc.).
- If you must miss class or will have trouble meeting course requirements, be proactive in communicating with your instructors in advance of any conflicts.
- We are all here to help you learn and develop to the maximum extent possible. To do that, we need you to complete assigned work to the best of your ability and be receptive to feedback about how you can improve. To maximize your learning, you are encouraged to seek out additional work (e.g., reading, practice problems, etc.) above and beyond what is assigned and solicit any additional feedback that will help you improve your performance.

Interactions – Be professional and respectful in all of your interactions.

- Show proper customs and courtesies to your professors, military and civilian.
- Use technology responsibly. Refrain from social media or other non-class related websites while in class. Cell phones should not be used in classrooms, to include during exams, unless expressly authorized by your instructor.
- Treat each other with respect. You are responsible for helping to create an environment where all individuals feel welcome and respected for who they are. This idea should govern your face-to-face interactions, as well as any electronic communication (e.g., email, on-line discussions, etc.).
- If someone treats you disrespectfully, or if you see someone treating others disrespectfully, take the opportunity to tell them so. If you are uncomfortable doing so, you may speak with your instructor, the course director, or the Department Head. If you feel you can't do that, please contact one of our DF ombudspersons: Prof Chad Austin (DFL), Dr. Carlos Bertha (DFPY), and Maj Jane Elzeftawy (DFL).



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