Sample Classroom Management Guidelines

**Please note this is a sample and it is not exhaustive, please reduce, add to or alter as appropriate for your classroom environment.**

* Present – Attend all classes Labs, Lectures, Workshops and Tutorials
* Punctual – Be on time and ready for class to start
* Attentive – Listen and take notes, Act on feedback and improve work continually
* Engaged – Partake in all activities and try your best
* Responsive – Ask and answer questions in class and through email etc
* Responsible/take responsibly – For meting deadlines, presenting work neatly, accurately and complete and on time
* Motivated – Show interest in learning, work on the material outside of class time
* Collaborate – Share with peers and work efficiently as part of a team
* Goal oriented – Meet deadlines, manage time, seek clarity on activities and requirements for assessments, complete tasks to a high standard
* Driven – Self-motivated, hard-worker, with desire to achieve high standards
* Inquisitive – Ask questions, make connections, investigate outside of class time
* Helpful – Help others, be social and befriend classmates
* Willing to work (to try) – Give it a go, learn from mistakes, don’t give up
* Willing to Learn new ways – Open minded, showing initiative and curosity
* Respectful – Respect lecturer, supervisors, guest lecturers and peers
* Polite/mannerly – Say thank you, speak clearly, consider tone of voice
* Supportive – Help others, look out for those that need help academically and socially
* Understanding – Be understanding of other students and of teaching staff
* Forgiving – Don’t focus on mistakes, focus on what we can all learn from them
* Honest/Genuine – Be honest and open, be truthful
* Sensitive – Be sensitive to the needs of others, be compassionate and understanding as we never know what is going on in someone else’s life
* Ask for help – Trust in yourself and seek support, you deserve it and you can do it.
* Student personal additions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Declaration: I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to abide by these guidelines and if I find myself struggling with them I will speak with my peers, my lecturer and my year co-ordinator to help me identify more suitable strategies to manage and make the best of my time in college.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_