

Expectations for the Learning Environment

1. Effective Learning in the Classroom

The following are suggestions on how to carry out effective learning in your daily studying:

•Pre-Class Preparation:

Before you go to your classroom, you should allow enough time for commuting, and eat a healthy meal or snack. Also, you should ask yourself the following questions:

- Have you *previewed* the material?
- Have you noted down key insights and questions from your reading?

* *Rule of thumb*: for every hour lecture, you need approximately three hours of outside class studying to reinforce the material learnt in class.

• In-Class Attitude:

In order to get the most out of your lectures, you need to:

- Arrive to class On Time
- Concentrate (be curious and be motivated)
- Be Active:
 - in class discussion
 - in group activities
 - in creative and critical thinking

And you should also AVOID the following:

- Eating 'strong smelling' or 'noisy' food
- Getting involved in side conversions or activities not related to the lectures (chatting, gaming, etc.)
- Sending signs that scheduled class time is up, i.e. closing up your laptop or standing
- Answering cellular phones in class

• After class

- Review lecture notes; highlight key points
- Consult instructors or TA for unresolved questions
- Seek help when necessary
- Finish assignments on time

2. The use of your laptop in the classroom

The use of laptops often enhances the learning experience. However, there are circumstances when it can be obstructive. Instructors have the right and the responsibility to determine appropriate classroom protocols for student use of laptops. Students refusing to comply with such requests may be requested to remove themselves from the classroom.

• Examples of appropriate use of laptops:

- Taking lecture notes
- Course related computing
- Download course material
-

• Examples of Inappropriate Use of Laptop

- Watching movies
- Playing computer games
- Social messaging

3. Effective team management

The following are suggestions on how to effectively manage your teamwork:

- Setting clear objectives
- Signing the team contract
- Meeting regularly
- Conducting effective meetings
- Assigning roles to members
- Staying in touch: meeting; emails; phones
- Managing conflicts effectively

4. Managing Conflict

The following are suggestions on how to resolve conflict that could possibly happen during your studying:

- Have a team contract to guide conflict resolution.
- The team "leader" might send an e-mail to the absent member, and copy all members, asking why he or she missed the meeting.
- Keep an attendance log and use this as part of your peer review process.
- Try to avoid making any decisions that are known to be an issue for an absent member until that person can be reached.