Proposed Rights and Responsibilities of Students and Instructors *

**Student Rights with Accompanying Responsibilities** (bulleted below)

To learn
- To participate in class activities and complete assignments

To be evaluated fairly
- To perform at my best on evaluated work

To feel safe to express my opinions
- To respect the opinions of others

To have a well-organized course with well-organized, well prepared classes
- To come to classes prepared to make the most of the course

To receive timely and consistent feedback from the instructor
- To use that feedback in improving my work

To disagree with a grade the instructor gave to my work on an assignment
- To keep a folder of my assignments

To hear high-quality, comprehensible lectures
- To be engaged in the lecture and to participate in in-class learning activities
- To purchase and read the required books
- To practice good hygiene, clean up after myself, and dress appropriately for class

To be taught the content promised in the syllabus
- To participate in class discussions

To have my record and exchanges with the instructor held private/confidential
- To follow course policies and procedures

To know what is expected of me in this course
- To fulfill those expectations, or at least try my best to do so

To ask questions
- To show respect to other students and the instructor when I ask questions

To feel and be physically safe
- Not to threaten the physical safety of others

To obtain help, advice, and answers to my questions
- To ask for help, advice, and answers to my questions respectfully
To access the instructor
  • To try to contact the instructor at appropriate times and in respectful ways

To enjoy a comfortable learning environment
  • To respect the rights of others to the same

To have reasonable time and workload demands in a course
  • To schedule time for the course and the work assigned in it

To receive accommodations to a learning or physical disability
  • To explain and document my needed accommodations upfront and early in the semester

To be intellectual challenged
  • To come to class prepared

To be heard
  • To be courteous and as clear as possible in expressing myself

To know and understand the learning objectives of the course
  • To complete and turn in all assignments

To be assigned a variety of activities that appeal to different learning styles
  • To participate in these activities

To learn with modern technology
  • To use and take care of the technology available

Instructor Rights with Accompanying Responsibilities (bulleted below)

To be respected as a personal and a professional
  • To be fair to and respectful of the students

To have students who are responsible and prepared for class
  • To explain my expectations clearly
  • To prepare and deliver high-quality lectures and organize productive in-class activities

To be able to speak in class without being interrupted
  • To say relevant, appropriate things
  • To allow sufficient opportunity for students to discuss the material

To have students come to class on time
  • To come to class on time consistently myself

To make mistakes
  • To recognize and address mistakes I make
To promote learning actively
  • To create an effective learning environment
  • To come to class prepared

To receive the students’ best work
  • To explain clearly what I want from students in assignments and what plagiarism is

To teach in well-equipped classrooms
  • To schedule the classroom with the equipment I need
  • To check equipment and report any operating problems

To evaluate student work using my professional judgment
  • To stay current in the areas I teach
  • To be fair and consistent in evaluating student work

To take student concerns and questions expressed in respectful ways at reasonable hours of the day, which includes the right to have a home life
  • To be accessible during specified reasonable hours
  • To make my policies on contacting me clear to students

To present material in ways I judge most effective
  • To include the required content in presenting material

To design the course and set policies and procedures for it
  • To follow the syllabus in progressing through the course and enforcing policies and procedures

To set limits on the uses of technology in and out of class
  • To clearly lay out policies on technology use in the course

To assign work for the course
  • To be clear in laying out my instructions and expectations for assignments

To enjoy a safe and comfortable working environment
  • To provide such an environment for students in the classroom

To show fairness and caring for individual students
  • To show fairness and caring towards all the students in the class

To enforce rules/sanctions for classroom misconduct
  • To apply those rules/sanctions fairly and respectfully.

* Developed by the faculty attending the Promoting Classroom Civility workshop at Northern Illinois University, DeKalb, January 12, 2006. Compiled and edited by the session leader: Linda B. Nilson, Director, Office of Teaching Effectiveness and Innovation, Clemson University, Clemson, SC.