These are guidelines to clarify some of the teacher/student etiquette that helps a class to run smoothly. Suggestions, discussion welcome over email. Contact me at hharley@u.arizona.edu if you feel you cannot meet any of these requirements.

**IN THE CLASSROOM:**

I very much enjoy discussion — linguists (and professors in general, I think) love to talk. Please ask as many questions as you like. Don't feel shy or discouraged if you don't understand something: it's guaranteed that if you feel that way, someone else does too, and everyone benefits from clarification and deeper exposition. You are also encouraged to debate issues with one another in class. To make classroom exchange manageable, however:

RAISE YOUR HAND if you'd like to ask a question or contribute to a discussion in class. It's important in a group of this size so that I can make sure that everyone has a chance to speak when they want.

Sometimes I may have to interrupt discussion or ask you to bring me a question after class. This only happens when time constraints do not allow us to spend as much time as we'd like in discussion.

Please address me as Dr. Harley, Professor Harley, or Heidi, whichever you are comfortable with. Any of these forms of address are fine.

Also:

TURN OFF YOUR CELL PHONE RINGERS!! This is non-negotiable.

And (duh!) PAY ATTENTION. If you are planning to do something else while you're in the classroom, e.g. homework, reading (school-related or not), knitting, sleeping, then don't come to class. I only expect people come to class if they want to be involved in what's going on in the classroom.

**IN ASSIGNED WORK:**

PLEASE TYPE: I expect all assigned out-of-class work to be word-processed or typed (computer facilities are available around campus for those of you who do not own word processors or typewriters). If you absolutely must handwrite for some reason, please contact me first. And of course, for work assigned in-class or exams, do your best to write as legibly as possible. Illegible writing will result in a zero grade for the illegible part. Note: You can handwrite IPA symbols. But for IPA symbols, there are free downloadable fonts available on the web. There will be a link to that website provided on the course home page and in the introductory material I hand out on the IPA.

PLEASE STAPLE: Don't hand in multiple unattached sheets. Staple them together.

MEET THE ASSIGNED DEADLINES: Late work will not be accepted.