**Subject: Setting Classroom Expectations at the Beginning of the Semester  
Date: August 15, 2013**

Greetings LMC Faculty,

As we begin the fall semester, I’d like to offer the following reminders and encouragement with regard to student conduct.

Academic integrity and appropriate classroom behavior are fundamental to maintaining a positive and productive educational environment.  However, occasionally a small number of students will make mistakes and poor choices with regard to their actions in the classroom that can impact or disrupt the educational process for themselves and others.

As an instructor, you serve as the primary source of authority in your classroom, and we encourage you to take a proactive approach to setting the expectations for conduct in your classroom early in the semester.  As you work to develop the culture of learning for your unique classroom, you are encouraged to establish appropriate academic and behavioral standards that are consistent with the Student Code of Conduct. To ensure that your classroom policies are consistent with college expectations, you can refer to the Student Code of Conduct on the web at: <http://www.losmedanos.edu/studentcodeofconduct/>

Additionally, you are encouraged to consider the following strategies:

* Behavioral standards that are thoughtfully developed and effectively communicated at the start of the semester, and reinforced when needed, may exert a positive influence on classroom conduct.
* Behavioral concerns that, in your judgment, require special emphasis should be addressed in your course syllabus, and should be discussed with the entire class early in the semester.
* Faculty are highly encouraged to include in a statement of warning in your course syllabus about academic honesty, including cheating and plagiarism, and the consequences of these forms of misconduct.

Finally, if you wish to consult on how to best approach challenging situations, or should you find yourself in a situation that you are unable to handle on your own, please feel free to contact the following for support:

* Police Services (Non-Emergency x3228 / Emergency x3333)
* Office of the Dean of Student Success (x3205)

I’d like to wish you all a positive and productive classroom experience this fall.

Best,  
Dave Belman

Interim Dean of Student Success