

Collaborative Learning Guidelines

1. Remember the “Confidentiality Statement” form you signed and adhere to the “Honor Code.”
 2. The collaborative learning **test time will be limited**
 3. **NO ELECTRONIC DEVICES & NO BACKPACKS!** Place all electronic devices (cell phones, smart watches, etc.) in the plastic box on the table at the back of the room.
 4. **NO** pens, pencils, or paper needed. Faculty will supply what you need.
 5. Faculty will assign groups of three per table.
 6. One paper test, one answer sheet, and one pen will be provided by faculty.
 7. Students may bring their PowerPoints and textbooks
 8. Students are to collaborate within your assigned group only!
 9. **NO NOTE TAKING OR MARKING IN BOOKS ALLOWED!** If students are observed taking notes, they will be excused from the room and will receive a corrective action according to policy. A second corrective action is grounds for dismissal from the program.
 10. When you complete the “Collaborative Learning” activity raise your hand and faculty will collect the paper test and pen. Keep the noise level to a minimum.
 11. The Instructors reserve the right to end the “Collaborative Learning” activity at any time if students do not comply with the guidelines.
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