

# Classroom

## **POLICIES AND PROCEDURES**

### **OFFICE HOURS: MONDAY - FRIDAY, 9 AM - 4 PM**

- MTP volunteer class host(s) will take attendance in the classrooms.
- No walk-ins are permitted. Students must register before attending class.
- Handouts will be sent digitally to students who may print and bring to class. If a student is unable to print a handout, MTP will provide it upon request.
- Class evaluations will be offered electronically for students to complete and send from home. Pens will be provided for the few printed evaluations in the classroom.

### **MTP Rules of Courtesy**

In order to give all students a pleasant experience, we ask students and faculty to help foster a positive learning community in our classrooms and studios. For all of our courses, programs, special events, and off-site trips, we ask our students to:

- Be mindful of MTP staff and staff policies.
- Please make sure all cell phones are either on vibrate or off during class time.
- In the classroom, everyone's opinion counts.
- Give others the attention and respect they deserve while speaking. Stay positive and focused.
- The instructor sets the format in the classroom.
- It's ok to disagree, but not be disagreeable.
- Please leave the classroom the way you found it.
- Participants may not record presentations or copy classroom materials.

Failure to adhere to these rules may result in a participant being dismissed by faculty or staff, without a refund.

**Visit [www.MasterthePossibilities.org](http://www.MasterthePossibilities.org) for more information**