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**GPS Etiquette**

**Students**

* **As you navigate college services and events, it is important that you behave in a manner that is responsible and respectful. Remember that at these events, you may be interacting with a future professor, employer, or professional contact. Your behavior should impress upon others that you are a college student, scholar, and good citizen.**
	+ At all times, your communication with college personnel should be polite and professional.
	+ Remember that college faculty and staff have many students seeking their attention. Starting a request with “I need…” is not the most effective way to begin an interaction. Introducing yourself and thanking someone for their time followed by a polite request is a good start.
	+ When attending workshops, lectures, and events it is expected that you demonstrate punctuality and decorum by arriving on time and staying for the entire time. For workshops and lectures, it is important to not talk over the speaker and to not engage in extended conversations while the facilitator is speaking.
* **The GPS activities are meant to engage you in purposeful events and activities. It is not meant to be a scavenger hunt.**
	+ You should only document an experience (through photos and narrative) if you have spent significant time and effort in that experience. For example, if you visit the art museum on campus, it is expected that you spend time viewing the exhibits and asking questions before documenting completion. If you visit the Library or Academic Support center, you should only document the experience if you have spent time receiving assistance, instruction, or an overview from a librarian or instructional assistant.
	+ **If you plan to attend a workshop or lecture, it is expected that you will arrive on time and stay the entire time. Most workshops and lectures last for an hour. If you cannot commit to the entire hour, you should not attend. When students leave a workshop early, it is disruptive to other students’ learning. It is also disrespectful to the presenter**.
	+ If you attend a workshop or lecture, it is expected that you will turn off your electronic device and put it away. If you are unable to give your full attention to the presenters, you should not attend. Use of technology during a lecture or workshop is disrespectful to the presenter. Students who use electronic devices during a presentation may be asked to leave.
* **Including yourself in a photograph is a good way to help document your participation in events and services. However, including yourself or others in photos is NOT required. A photo may include an artifact (such as a photo of an educational plan, or an assignment you worked on with an instructional assistant).**
	+ If you wish to include others in your photo, please tell them the purpose of the picture and ask their permission. Note that not all college faculty and staff will agree to be photographed, so find ways to document interactions without taking photos. Please do not try to “sneak” someone into a “selfie” without their permission.
	+ Do not ask a faculty or staff member (e.g. a librarian, instructional assistant, advisor) to take a photo unless you have already engaged in a meaningful interaction with them.
	+ Check the FYE Facebook page for photos of events you have attended.

**Peer Architects**

* Peer Architects should encourage students to attend events by describing the benefits of the lecture, workshop, service learning experience, etc. It is not appropriate for Peer Architects to describe activities as “easy,” or to suggest to students that they can simply “go take a picture” at a location to complete a GPS.
* Peer Architects should show students how to use the campus events calendar in addition to reviewing the weekly update. Students need to be exposed to all college opportunities, not just those available through the Division of Academic Success and Learning Resources.
* When attending a lecture, Peer Architects should be seated once the event has begun.

**Faculty**

* The purpose of the GPS is to encourage students to locate and utilize college services, and engage in campus events and activities outside of class. When students attend a lecture, workshop, or listen to a guest speaker during class time, it should not count towards GPS completion.
* When bringing an entire class to an event…
	+ It is important to RSVP through the established system. This helps us prepare the speaker with an estimated audience size, and allows us to prepare seating. If you sign up ahead of time and have to cancel at the last minute, it is not a problem. Let Grace Billington (gbillington@fsw.edu) know about the cancellation.
	+ It is expected that the faculty will remain in the room and monitor their own students’ behavior.
	+ It is expected that the professor will have some sort of guidelines to keep students focused (example: students are asked to take notes, students are asked to write down 5 key points to share when they return to class, students write a reflection following the workshop, students are expected to ask the speaker at least one question, etc.).
	+ Identify one or two students and prepare them to ask a question. If you think of a good follow-up question for a speaker, give the question to one of your students to ask. **Faculty are encouraged to ask questions themselves as well, but we want students to have the first opportunity to ask questions.** Sometimes when faculty begin asking question, it intimidates students and discourages them from asking their own questions.