

## **Ground Rules for All Class Meetings**

Take time to become settled.

Listen fully to others – senses, feelings, intuition, imagination, rational faculties.

Do not interrupt.

Pause between speakers to absorb what has been said.

Do not formulate what you want to say while someone else is speaking.

Speak for yourself only, expressing your own thoughts and feelings, referring to your own experiences and understanding.

Avoid being hypothetical, and steer away from broad generalizations.

Do not challenge what others say (questioning meaning and asking for clarity is not the same thing as 'challenging').

Listen to the group as a whole – to those who have not spoken aloud as well as to those who have.

Generally, leave space for anyone who may want to speak a first time before speaking a second time yourself.

Hold your desires and opinions – even your convictions – lightly.

Refrain from side bar conversations

Mind your pronoun usage

Turn off all technology when not using it for class activities – (make outside arrangements for being notified of emergencies)

Begin and end meetings on time

Maintain personal accountability for:

- Completion of classtime agenda
- Success of classtime