



STUDY GROUP ETIQUETTE



**BE RESPECTFUL TO YOUR
GROUP MEMBERS**

**TIP:
IF YOU WANT TO ASK A QUESTION
BUT DON'T WANT TO INTERRUPT,
PUT IT IN THE CHAT**



**SHOW UP PREPARED WITH
NECESSARY MATERIALS**

**TIP:
USE A SHARED DOCUMENT TO
CREATE AGENDAS AHEAD OF TIME.
BOX.UARK.EDU IS ONE OPTION**



**DON'T SPEAK OVER ONE
ANOTHER! TAKE TURNS
SHARING INFORMATION**

**TIP:
AT THE BEGINNING OF EACH
MEETING EACH MEMBER SHOULD
GIVE AN OVERVIEW OF THEIR WORK**



**LISTEN TO EVERYONE'S
IDEAS AND INPUT**

**TIP:
DURING BRAINSTORMING TAKE 5-10
MINUTES TO WRITE DOWN IDEAS
THEN HAVE THEM READ ALOUD**



**AVOID DISTRACTIONS -
STAY ORGANIZED AND
FOCUSED**

**TIP:
TURN YOUR DEVICES ON SILENT OR
DO NOT DISTURB WHILE MEETING
WITH YOUR GROUP**



**FOLLOW ACADEMIC
INTEGRITY RULES AT ALL
TIMES**

**TIP:
VISIT HONESTY.UARK.EDU TO
REFRESH YOUR KNOWLEDGE ON
ACADEMIC HONESTY**