

ELBOWS OFF THE TABLE!

The Judson Woman's Guide to Proper Etiquette

Judson College seeks to prepare her graduates for life, and life often requires more of us than only knowledge acquisition. To help our students be prepared for business luncheons, social occasions, and in general to act acceptably around other human beings, we recommend certain behaviors to allow our students to rehearse for times to come when living within broadly accepted customs of behavior may make the difference in a job offer, a promotion, or being allowed back into Applebee's. Certain standards of etiquette and propriety are required, because we believe they are right and important.

STANDARDS OF APPROPRIATE DRESS

Modesty and appropriateness are central to the dress requirements of Judson College. Consider the following: "Choosing clothes is quite a responsibility, because what you wear says a lot about you. ... What image do you want to portray?"

(www.briomagazine.com/briomagazine/healthandbeauty/a0005126.html)

The Apostle Paul encouraged his readers in I Corinthians 6:20: "Honor God with your body." It is important for us to ask what message we convey with our clothing selections. The following guidelines should help your decisions:

Never OK On Campus or Representing the College

Clothing items with alcoholic beverage references, profanity, racial slurs, suggestive words or images; strapless shirts, clothing that exposes the midriff or undergarments

Only in Residence Hall Room Areas

Pajamas, slippers, hair rollers, thin or spaghetti straps without over-shirt, bare feet, very short skirts or shorts

In Classes, Offices, Library, and Dining Hall

Applies Monday – Friday, 8:00 AM to 4:30 PM, weekend events not otherwise specified
Any clothing not listed in two previous categories.

In Chapel or Auditorium Programs

Because of the nature of worship and other programs, do not wear hats, caps, visors, or bandanas in these settings.

Business Casual (Sunday lunch, announced events)

Slacks, dress pants, khaki pants, skirts, blouses, sweaters, dresses

Professional Dress (announced events)

Dresses and skirts, coordinated suits (skirt or pant), dress shoes (you can never go wrong with closed-toe pumps), hose or trouser socks

In case it comes up, you should also know:

Semi-formal dress includes short or three-quarter length dresses of an evening fabric, evening shoes. Formal attire is a floor-length dress of an evening fabric, evening shoes.

ACADEMIC AND CONCERT ETIQUETTE

One of the most basic human values is to treat others with respect. Respect calls us to not talk when others have the floor, are speaking or performing; be on time; not presume on someone else's time. Some useful guidelines:

- ATTEND class, chapel, and required events.
- Be ON TIME for class, chapel, events and appointments.
- Make an APPOINTMENT to see professors or administrators.
- Be PREPARED for classes and appointments.
- Be QUIET when others are talking or performing.
- Show RESPECT to college employees and classmates.
- If you have a conflict with a professor or staff member, first TALK with that person to try to resolve it.
- If you cannot resolve a conflict with a professor or staff member, first talk with that person's SUPERVISOR before going to the president.

RECITAL AND CONCERT COURTESIES

Recitals and concerts have some specific conventions. Several things that will help you show respect to the performer and fellow concert-goers:

- Arrive early enough to be seated before the performance. Allow time to have your attendance checked and still get settled. Turn off electronic devices such as cell phones or pagers.
- In Alumnae Auditorium events, always use the front entrance, never the side doors or stage entrance from Tucker Hall.
- If you are late, wait for a time when the audience is applauding, then enter the auditorium quickly and quietly.
- Refrain from talking or making other noise. (Set those feet down quietly in Alumnae Auditorium – your shoes will “clomp.”)
- Leave all reading and writing materials outside the room. Focus your full attention on the performer.
- If you just have to leave (e.g., coughing, rest room), try to stay at least until the end of the song before you leave. Move quickly and quietly to the foyer to exit the auditorium.
- Applause is typically at the end of a group of compositions, not after each song. When in doubt, watch the music faculty – they know what to do.
- Refrain from whistling and cat-calls in a formal concert. Applause is the way to show your support of the performer.
- Dress appropriately. The Office of Student Life will try to make sure you know the appropriate dress for concerts. If you are not certain, feel free to ask.

DINING COURTESIES

Judson offers a number of different dining experiences, from the multiple buffet lines of the dining hall to formal dinners in Archibald Hall. First, some basics for eating with other people in any setting:

“Sit up straight, do not put your elbows on the table, do not speak with your mouth full, place your hands in your lap when you are not using them, excuse yourself if you hiccup or burp, do not sing at the table [unless participating in a Judson tradition], place your napkin in your lap when eating, do not throw or play with food” (*The Complete Idiot’s Guide to Etiquette*).

Also, turn off your cell phone during the meal, and always treat the servers with respect.

Judson College

The following courtesies and customs are specific to Judson College:

- Books, radios, and other distractions should be left outside the dining hall. Books may be brought in during breakfast.
- Only seniors begin singing or clapping in the dining hall.
- Except for meetings, only seniors may sit in the alcove.
- On weekends, seniors may invite a guest to eat in the alcove.
- Glasses, plates, and/or silverware are NOT to be removed from the dining hall.
- If a resident student is too ill to eat in the dining hall, she must get written permission from a member of the Residence Life staff to receive a sick tray.

Dining Hall

Some things to remember in the dining hall setting:

- Don’t take more than you know you can eat; you may go back for seconds.
- Get your own food, not food for others.
- Use serving utensils provided, and put them back so that the next person can use them without burning herself.
- Return your tray and all dishes, silverware and trash to the Tray Return area.

Formal Dining

When in a formal dining setting, such as Archibald Hall, these are some specifics for you to follow:

- Greet everyone at the table before you sit down; enter your chair from your left.
- Follow the lead of your host or hostess throughout the dinner.
- Wait for your host or hostess to unfold his/her napkin, putting yours in your lap once s/he has done so.
- Wait for your host or hostess to place his/her napkin on the table, signaling the end of the meal. Put your napkin loosely on the table.
- If you leave during the meal, ask to be excused and leave your napkin on your chair.
- As a rule, start with the outside silverware and work in. Each course has a utensil.
- If your bread plate is removed, rest your bread on the edge of your dinner plate.
- Pass the salt and pepper as a set.
- Courses will be served from the left and removed from the right.
- Try to finish each course about the same time as the rest of the table.
- On finishing a course, place the knife and fork in the 10:20 clock position (points at 10, handles at 20), prongs of fork down and blade of knife facing you.