

# Tips for Classroom Management

## Faculty and Staff Resource Guide

If you have ever experienced a challenging disciplinary situation in your classroom, you are not alone. The majority of students act in an appropriate and respectful manner, however, there are occasions when students will test the limits of acceptable classroom behavior. Student conduct that substantially or repeatedly interferes with the ability of an instructor to teach or the ability of other students to learn is a violation of our student code of conduct. Below are suggestions you may find helpful if there is a need to confront a disruptive student:

### Confronting a Disruptive Student

1. Clearly articulate rules regarding attendance, tardiness, class participation, academic misconduct, use of electronic devices, and appropriate conduct on the course syllabus. Specify consequences (i.e., reports to the Academic Dean's Office) and follow through in a fair and consistent manner. Reference acceptable computer use and email policies where appropriate.
2. Model professional behavior. Respond to inappropriate remarks in a professional, mature manner. Put-downs or witty comebacks may escalate a situation or minimize a student concern.
3. Disruptive students are not always aware that they are bothering others. Moving closer to the disruptive student, pausing until everyone quiets down, and/or making direct eye contact could make a difference.
4. When the disruption is isolated to one student, speak privately with the student. Use "I" messages such as, "When I see you \_\_\_\_\_; I feel \_\_\_\_\_; and I need the activity to stop."
5. Seek consultation from experienced colleagues and/or your department chair.
6. If the disruption continues, issue a written warning to the student addressing concerns and consequences for non-compliance (i.e., risk of a lower grade if classroom participation is a percentage of the course grade and/or referral to the Academic Dean's Office).
7. If a student prevents you from moving on to another topic, take control of the discussion, express the need to cover all the material, and invite the student to continue the conversation during your office hours.
8. If initial strategies are not effective, give the student the option of modifying the undesirable behavior or leaving the class for the remainder of the period. Instructors may tell a student to leave class temporarily, but adjudication by the Academic Dean's Office is necessary for permanent removal.
9. If you are seeing a pattern of disruptive behavior, consult with your department chair. All students are required to comply with regulations set forth in our student handbook. Inform the Academic Dean's Office if the behavior continues. If you have not done so by now, complete the *Academic Alert Form* available from the Resources Menu in Moodle (UDOnline.dbq.edu).
10. Document all incidents and your attempts to resolve the situation in a factual and objective manner, using exact words whenever possible. Contact the Academic Dean's Office about referring students for disciplinary action. When necessary, the Academic Dean's Office will include the VP/Dean of Student Life.

11. If a student is making threats of violence to themselves and/or to others, immediately contact 911. Document the incident(s) and forward the information to Safety & Security and the VP/Dean of Students Office as soon as possible.

### **Reporting Students of Concern**

- ✓ Use the Academic Alert Form to report academic concerns and classroom related incivility, this form is found within the 'Resources' menu in Moodle and within MyUD  
<http://www.dbq.edu/Academics/AcademicAlertForm/>
- ✓ Use the Maxient Student Life Incident report form for all non-academically related incidents, this form is found within the 'Resources' menu in Moodle and within MyUD  
[https://cm.maxient.com/reportingform.php?UnivofDubuque&layout\\_id=1](https://cm.maxient.com/reportingform.php?UnivofDubuque&layout_id=1)

### **Questions/Concerns**

Senior Associate Dean of Academic Affairs, 1<sup>st</sup> floor of Severance Hall, 563.589.3349 [ghayes@dbq.edu](mailto:ghayes@dbq.edu)

Vice President/Dean of Students, 2<sup>nd</sup> floor of Peters Commons, 563.589.3270 [mamiyamoto@dbq.edu](mailto:mamiyamoto@dbq.edu)

### **Campus Resources**

- ✓ Associate Dean of Teaching & Learning, Director of the Academic Success Center, 563.589.3570
- ✓ Assistant Dean/Director of Residence Life, 563.589.3438
- ✓ Counseling & Life Services, 563.589.3253 or 563.589.3132
- ✓ Director of International Student Services and Study Abroad, 563.589.3712
- ✓ Disabilities Services Coordinator, 563.589.3757
- ✓ Safety & Security, 563.589.3333
- ✓ Vice President/Dean of Students, 563.589.3270

**Threats of violent to self and/or others must result in immediate contact to 911**