Establishing and Maintaining a Civil Classroom

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START WITH AN EFFECTIVE SYLLABUS
(Spend some time discussing the “ground rules”)

• Include the basics: office hours, phone numbers, email addresses
• Policies on attendance, excused vs. non-excused absences
• Cell phones
• Tardiness
• Make-up procedures, deadlines
• Refer to University documents, values and the Cougar Creed
Testing the Limits: Passive Incivilities

» Inattention
» Chronic tardiness
» Sleeping
» Reading the paper in class
» Failure to prepare for class
» Pressing for extensions
» Cell phones
» “I paid for this” mentality
» Eating or drinking in class
» Leaving the lecture early
» Prolonged chattering
» Dominating discussion
Aggressive Hostilities

- Direct challenges to instructor
- Demand of grade changes
- Vulgar language or gestures
- Intimidating remarks
- Inappropriate email communication
- Threats of physical harm
Strategies to Prevent Disruption

- The syllabus
- Seating - separate the perpetrators
- General announcement regarding ‘issues’
- Consult with colleagues
- Consult with the Dean of Students
Dealing with Disruptive Students

✓ Time Out! - speak with the student after class, during office hours
✓ Listen
✓ Make direct eye-contact
✓ Stop talking - do not begin until students are with you
✓ Move to that part of the class
✓ Direct question to someone next to the disruptive student
✓ Ask, do not accuse (“I felt disrespected”)
First incident:

- Instructor speaks with student about his/her behavior immediately, or if not appropriate, after class

Second incident:

- SIUE Procedures - as outlined in the *Student Conduct Code*
- Direct student to leave
- Contact SIUEPD if uncooperative
- File a written report with Student Affairs and Department Chair
- Interim separation
- Withdrawal from class
- Disciplinary process