

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