We recognize how complicated classroom issues can be. These tips, while providing a helpful framework, may not fit your particular circumstance. Please feel free to contact the Office of Student Conduct & Conflict Resolution at any point to discuss specific issues. Also, your academic college may have unique policies and procedures. Please consult with your Chair or Associate Dean for further clarification.
**Communication at work for you**

**CONNECTING YOUR CLASSROOM TO THE RESOURCES YOU NEED**

Students have reported high satisfaction with their classroom experience so when disruptions in the classroom occur, they are rare, but can be of great impact. These disruptions can be stressful for faculty to manage and can impair the educational environment of a class.

We recommend that faculty be prepared with a plan for how to deal with such issues. It is important for faculty to be clear about the expectations set, be consistent with how the expectations are enforced and follow through on all directives.

**recommended solutions for your classroom needs**

**CLASSROOM MANAGEMENT SOLUTIONS**

On the first day of class, we recommend faculty **tell students how you want to be addressed**, (i.e. Dr., Professor, first name). Faculty may feel disrespected if a student addresses them informally. However, students have experiences with different faculty who prefer formal and informal communications. A clearly defined expectation at the outset of the course helps alleviate this issue.

In the event of a **classroom disturbance**, we recommend addressing the behavior immediately.

- Give clear instruction to the student to cease the behavior and state how they can contribute appropriately to the course.
- If the behavior reoccurs, instruct the student to stop and state that if it happens again, the student will be asked to leave the class for that day.
- If the behavior occurs a third time, ask the student to leave the class for that day. Tell the student the Office of Student Conduct & Conflict Resolution will be contacted to assist regarding the incident.
- If the student refuses to leave, do not engage in further conversation. Call Campus Safety and ask the officer to remove the student.

**BEHAVIORAL INDICATORS**

There are some behaviors might be distressing. If a student turns in a project (e.g., written essay, artistic rendering) that you deem to be distressing, please contact the Office of Student Conduct & Conflict Resolution. We can discuss the specifics of the situation and create an action plan together. Sometimes, such instances are a student’s attempt to ask for help. If any project contains a threat to harm self or others, please call Campus Safety immediately.

Sometimes, faculty will notice sudden or significant changes in behavior for a student. Such sudden or significant changes can be due to serious life stressors. In such instances, please contact the Office of Student Conduct & Conflict Resolution to discuss available options.

**SIGNS OF A DISTRESSED STUDENT**

Examples of distress signs are as follows:

- Sudden tardiness
- Appearing tired or withdrawn
- Disengaged
- Overly energetic or excitable
- Diminishing self-care

**CAMPUS PARTNERS**

**BEHAVIORAL ASSESSMENT RESPONSE TEAM**

BART is a campus wide team that provides consultation, makes recommendations for action, and coordinates campus resources in response to reports of disruptive or concerning behavior displayed by students, staff or faculty. [HTTP://WWW.ROOSEVELT.EDU/SECURITY/REPORTING/BART.ASPX](http://www.roosevelt.edu/security/reporting/bart.aspx)

**CAMPUS SAFETY**

Campus Safety is available 24 hours a day and is here to support our night and weekend faculty. (312) 341-2020

**CENTER FOR TEACHING AND LEARNING**

CTL aims to promote excellence in teaching at Roosevelt through a variety of programs. (312) 341-2440

**THE COUNSELING CENTER**

The Counseling Center staff provides a variety of services to help students understand their problems and themselves, achieve satisfying relationships, improve their academic performance, and make effective and satisfying career and life choices. (312) 341-3548

**OFFICE OF STUDENT CONDUCT & CONFLICT RESOLUTION**

The Office of Student Conduct & Conflict Resolution (OSCCR) will partner with the faculty to plan out the next steps when an incident is reported. These plans are individually tailored to the course, faculty member and presenting issue. Often the plan created includes a member of the OSCR staff having an individual meeting with the student to address the issue. (312) 341-2004