



Dean of Students Office Tips for Classroom Management

Classroom management is a dynamic process that requires continuous review and modification of your techniques. “A successfully managed classroom is one that exudes an atmosphere of dignity and respect. Classroom etiquette is the center of balance that promotes continuity per the focus of each class session, which is to share and obtain knowledge” (Collin College Faculty Members Weis, M. and Donald-Whitney, C.). The goal of classroom management is to provide an environment in which everyone feels safe and is able to achieve academic success. Here are some tips for successful classroom management:

- Every semester brings new situations and circumstances. Take time after each semester to reassess your course syllabus and behavioral expectations.
- Do not create class rules you are unwilling or unable to enforce.
- Take time to do a thorough orientation to the course, establish the tone for the class, and clearly explain your expectations and class etiquette both in your course syllabus and during the first week of the class.
 1. Know your behavioral expectations and effectively communicate them to your students. Reiterate these expectations throughout the semester, as needed.
 2. Be very clear about all aspects of the course, especially class etiquette.
- Be prepared, organized, and know the lesson objectives for each class period.
- When dealing with infractions of your behavioral expectations and disruptive behavior:
 1. Stop what you are doing, revisit your expectations and syllabus policies with the entire class, and then proceed.
 2. Always address the student’s behavior, not the student.
 3. Keep in mind Collin College’s *Core Value of Dignity and Respect*.
 4. Respond to the student in a calm manner, and be sure to address each infraction consistently.
 5. Redirect the behavior by restating the current instructional activity or objective being presented.
 6. Move toward the student in a non-threatening manner, make eye contact, or give the student a non-verbal signal.
- If possible, do not address inappropriate behavior during class. Try to schedule a meeting with the student after class or during office hours so you can discuss the situation privately. During this meeting:
 1. Explain your concerns, restate your classroom and syllabus expectations and rules, and give the student examples of how the behavior is disruptive to you and the other students.
 2. Allow the student to respond to what you have said.
 3. Respond to the student in a firm but positive manner, and reiterate your expectations. Let the student know if the behavior continues you will contact the Dean of Students Office and/or submit a *Student Incident Report*.
 4. Follow-up with an email to the student’s Collin Email account to reiterate what was stated during your conversation, reinforce your classroom and syllabus policies, and remind the student of any agreements that were reached regarding the inappropriate behavior.
- Document each time you have to address the student’s behavior in class as well as your meeting(s) with the student.
- If the student’s behavior does not improve, submit a *Student Incident Report* online at <https://bit.ly/2Rs60jT>.