

WHAT TO DO WHEN A BRUIN BECOMES A BEAR IN CLASS!

TIPS FOR CLASSROOM MANAGEMENT

INTRODUCTION

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.

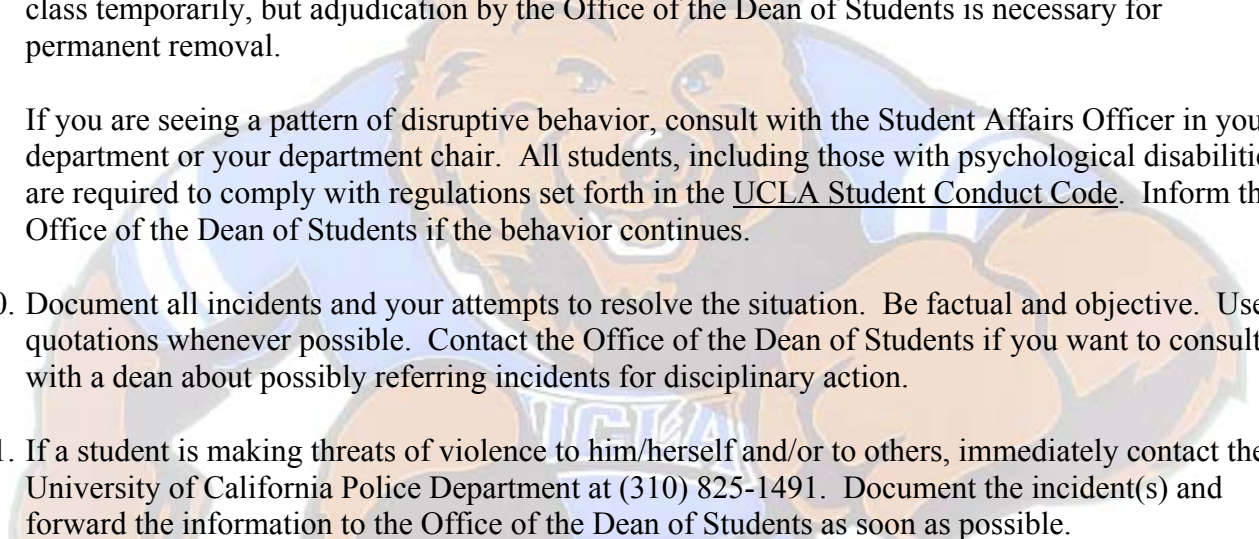
Student conduct that substantially or repeatedly interferes with the ability of an instructor to teach or the ability of other students to learn is a violation of the UCLA Student Conduct Code. These expectations extend beyond the classroom to field trips, internship placement and other off-campus University activities.

PRACTICAL SUGGESTIONS

Confronting a disruptive student can be an uncomfortable experience. If a student's behavior obstructs or disrupts your ability to teach or the ability of others to learn, you may find the following suggestions helpful.

1. Clearly articulate rules regarding attendance, tardiness, active class participation, cheating, use of electronic devices, and appropriate conduct on the course syllabus. Specify consequences (e.g., reports to the Office of the Dean of Students) and follow through in a fair and consistent manner. Reference acceptable computer use and e-mail policies where appropriate.
2. Model professional behavior. Respond to inappropriate remarks in a professional, mature manner. Put-downs or witty comebacks tend to escalate the situation.
3. If possible, move closer to the disruptive students, pause until everyone quiets down, and make direct eye contact. Disruptive students are not always aware that they are bothering others.
4. When the problem 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, the Student Affairs Officer for your department and/or your department chair.



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6. If the problem continues, issue a written warning to the student addressing concerns and consequences for non-compliance (e.g., risk of a lower grade if classroom participation is a percentage of the course grade and/or referral to the Office of the Dean of Students).
 7. If a student prevents you from moving on to another topic, take control of the discussion, express the need to cover all of the material, and invite the student to continue the conversation during your office hours.
 8. If verbal admonishment is 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 Office of the Dean of Students is necessary for permanent removal.
 9. If you are seeing a pattern of disruptive behavior, consult with the Student Affairs Officer in your department or your department chair. All students, including those with psychological disabilities, are required to comply with regulations set forth in the UCLA Student Conduct Code. Inform the Office of the Dean of Students if the behavior continues.
 10. Document all incidents and your attempts to resolve the situation. Be factual and objective. Use quotations whenever possible. Contact the Office of the Dean of Students if you want to consult with a dean about possibly referring incidents for disciplinary action.
 11. If a student is making threats of violence to him/herself and/or to others, immediately contact the University of California Police Department at (310) 825-1491. Document the incident(s) and forward the information to the Office of the Dean of Students as soon as possible.

**For more information about the student conduct process at UCLA, contact:
Office of the Dean of Students
1206 Murphy Hall
(310) 825-3871
www.deanofstudents.ucla.edu**