



## DEAN OF STUDENTS OFFICE

# Faculty Resources: In the Classroom

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.

On the first day of class, we recommend faculty **tell students how they 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 Dean of Students Office will be contacted to assist.
- If the student refuses to leave, do not engage in further conversation. Call Public Safety and ask the officer to remove the student.

\* Public Safety's phone numbers are 773-325-7777 (LPC) and 312-362-8400 (Loop). Public Safety is available 24 hours a day and are a support to our night and weekend faculty.

- The Dean of Students Office will partner with the faculty to plan out the next steps. These plans are individually tailored to the course, faculty member and presenting issue. Oftentimes the plan created includes a member of the Dean of Students staff having an individual meeting with the student to address the issue.

There are some behaviors **severe enough that immediate removal** from the class for that day is warranted. Trust your intuition and immediately contact the Dean of Students Office following the class. Faculty should contact Public Safety immediately should there be any concern for safety of students, staff or faculty.

If a student **turns in a project (e.g. written essay, artistic rendering) that you deem to be distressing**, please contact the Dean of Students Office. 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 Public 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 Dean of Students to discuss available options. Examples of distress signs are as follows:

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- \* Appearing tired or withdrawn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

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 Dean of Students Office 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.

### **Dean of Students Contact Information:**

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