

The Dorothy F. Schmidt College of Arts and Letters
Office of Student Academic Services

777 Gladstone Road (of)Tj [(e)-1

on occasion with non-students) It is important for you to be prepared to deal with occurrences on 0 Tw 0..

There is, of course, a level of discretion and judgment involved in many situations. One student may arrive late to a class, or may need to leave early, and is discreet in the movement providing little disruption; another student may make quite a ruckus with his/her arrival or departure. A faculty member should be aware of how student behavior affects others in the learning process and maintain control, so that all students have a fair opportunity to learn without distraction. In such situations, it is important to communicate with your colleagues. Your department Chair can provide good, experienced counsel to help you respond to unusual situations.

If you feel strongly about particular kinds of behavior, it is advisable to include that information in the course syllabus, so that students are aware of what is expected of them from the beginning of the semester. Feel free to consult with your department Chair for assistance in creating an effective syllabus.

If you do include guidelines in your syllabus, it is a good idea to set out what is expected rather than what is forbidden. If you try to enumerate all types of unacceptable behavior, students may come up with disruptions that were never mentioned. A sentence such as "you are expected to be attentive to the lecture and discussion, respectful of others' questions and arguments" covers behavior quite effectively without setting a confrontational mood. The important thing is to communicate expectations early. It is easier to establish customary expectations than to correct deviations.

When you do encounter a problem with disruptive behavior, the first action will usually be to talk privately to the student in question (but never in an office with the door closed). Many students are not aware that their behavior is disruptive and, once it is pointed out, will adjust their behavior appropriately. If you are uncomfortable approaching a student directly, please work with your department Chair.

How does one handle a situation in which the student does not respond or responds in a hostile manner? If you encounter this, you should conclude the discussion and document what you said, when you said it, and how the student responded. Discuss the matter with your department Chair so that you can decide upon the next step in the University's response to the problem. It is particularly important to document the step that you have taken to deal with the situation, so that if there is a persistent problem that requires the student be removed from class, there is documentation of your efforts to communicate with the student. The documentation should be a factual description of the incident, rather than a record of your feelings. It should, ideally, be written close to the time of the incident and mailed to your department Chair and to yourself, in order to provide a dated document.

If the student refuses to change his/her behavior, a variety of responses are available. The student can be removed from class and, in extreme cases, banned from the University grounds. If the situation deteriorates to such a point, please work with your department Chair who will then work with the Dean of Students and, if necessary, with the FAU Police Department to enforce the decision to discipline the student.

Students as well as faculty, have the right to due process. They do not have the right to continued disruptive behavior, but they may appeal disciplinary decisions. This process is managed through the Dean of Students Office Judicial Procedures. For information on standard procedures, see the Student Code of Conduct at <http://www.fau.edu/dean/Forms.ppt> or contact the Associate Dean of Students, Susan Fulks 7-3547, SU 226, sfulks@fau.edu

Threatening Behavior

If you encounter behavior that you believe endangers you, your students or any University employee, you must use good judgment and respond swiftly. If you find yourself in such a situation, you must immediately contact University Police, 7-3500, after which you must contact your department Chair. Your first priority should be your own protection, that of your students and/or that of University employees. Such situations might include:

- x Verbal threats of violence
- x Use of weapons of any sort
- x Angry and abusive language and actions
- x An actual physical attack

Once the University police has been contacted, make sure that you document the situation and confer with your department Chair about the situation. The department Chair will then contact all appropriate authorities within the University community, including Associate Dean B C.5 (ve

