

**This document is not intended to replace information contain in the course syllabi; it is intended for use as a resource to assist faculty in the development of classroom management rules to help administer in-class discipline/ conduct.**

## Instructor or Classroom Rules Pertaining To In-Class Discipline/ Conduct

**Section:**

**Course:**

**Term:**

**Your Name**

**Office Location**

**STC Email Address**

**STC Phone Number**

### **Faculty Availability**

I am available from 9 a.m.-9 p.m. Central Time on most days, but I attempt to reserve Sunday for my family. On Saturdays, I tend to be online in the morning only. If these times are not convenient for you, please let me know. I will be happy to accommodate your schedule, if possible. I provide you with these times to make it easier to communicate with me, and not to limit our contact.

I want you to know that, should you need to contact me outside these time frames, you should not hesitate to do so.

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### **Late Assignments**

Late assignments receive a 10% deduction for each day they are late if assignments are not posted/ receive by 11:59 p.m. M.S.T. on the day they are due. Assignments more than 4 days late will not be accepted. Technological issues are not considered valid grounds for late assignment submission. Unless an Incomplete grade has been granted, assignments submitted after the last day of class will not be accepted.

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### **Example 1**

#### **Classroom Management Rules**

Electronic Device Rules Electronic devices such as, but not limited to, laptop, netbook, iPad, iPhone, Blackberry, Android, Smartphone, PDA, and other devices may or may not be used for classroom activities. During class, students should not visit social networking sites, check emails, or text, which is disruptive and hinders the learning process for all participants. Students should also place electronic devices on vibrate or silent. Late Arrival / Early Departure Breaks: Each class will be given a 10 minute period. Students are expected to return from the break on-time. If you return from the break more than 10 minutes after the allowed break time, you may be penalized 1 point.

Late arrival and early departure: Students are expected to be punctual. Late arrival or partial presence will be recorded and may result in a reduction of class participation points as follows:

## Add Departmental Letterhead

- Entering class after 6:15 PM 5 point(s) from participation
- Leaving class before 8:30 PM 10 point(s) from participation
- Leaving class before 9:45 PM 5 point(s) from participation

## Example 2

### *Classroom Management Rules*

#### *Electronic Device Rules*

Electronic devices such as but not limited to, laptop, netbook, iPad, iPhone, Blackberry, Android, Smartphone, PDA, and other devices may be used for classroom activities. During class, students should not visit social networking sites, check emails, or text, which is disruptive and hinders the learning process for all participants. Students should also place electronic devices on vibrate or silent.

#### *Late Arrival / Early Departure*

Breaks: Each class will be given a “break” period. Students are expected to return from the break on-time. If you return from the break more than 10 minutes after the allowed break time, you may be penalized 1 point.

Late arrival and early departure: Students are expected to be punctual. Late arrival or partial presence will be recorded and may result in a reduction of class participation points as follows:

- Entering class after 6:15 PM 5 point(s) from participation
- Leaving class before 8:30 PM 10 point(s) from participation
- Leaving class before 9:45 PM 5 point(s) from participation

## Writing Standards

- **Guidelines**  
The **American Psychological Association (APA) 6th Edition Publication Manual**, will serve as the primary reference materials for all written assignments. All papers must be submitted in **APA** format. The mechanics of the assignment will be evaluated, as well as the content. It is imperative that guidelines be reviewed before an assignment is begun. It is also important that the required submission format be followed in compiling the final paper or assignment.
- **Originality**  
You may wish to include a statement about assignment originality and the percentage of cited material allowed. You also wish to include information about the consequences of submitting assignments with more than the approved percentage– such was: assignments that are more than 15% quoted or paraphrased – may result in receiving zero points for the assignment. Students submitting assignments for evaluation that are plagiarized or in violation of academic standards will be reported and earn zero points.
- **Center for Learning Excellence (CLE)**  
You may wish to add information about the CLE and/or their contact information.

## Substantive Participation

You may add information about your expectations for classroom participation. You may also wish to provide examples of what substantive participation is.

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## **Grading Information**

You may want to add more detailed grading information here.

Example: Your grading rubric, and/or your points or percentage system.

## **Definition of Classroom Disruption**

Behavior a reasonable person would view as likely, substantially or repeatedly interfering with educational activities.

Examples include but are not limited to:

- Constantly interrupting
- Repeatedly leaving or entering class
- Making loud noises
- Using physical or verbal threats
- Repeated use of cell phones in the classroom
- Persistent speaking without being recognized

\*It is recommended that you include activities that may be specific to your program or course.

## **Respectful Classroom Behavior:**

Students are expected to exhibit respectful behavior in the classroom at all times. Respectful classroom behavior means:

- Use a respectful tone of voice
- Not teasing others or call them names
- Follow any instructions from your instructor quickly and without complaint
- Being attentive to your instructor or fellow classmates when they are speaking

## **Rules for Respectful Dialogue and Conversation in class:**

Students are expected to exhibit the following behaviors when engaged in classroom discussions:

- Speak one at a time
- Be attentive to others who are speaking
- Share your opinions honestly and openly with the class
- Respect the opinions of others, even when you do not agree
- End discussion when instructed to do so by the instructor