

1: Learning Environment Behavior and Learner Discipline for Disruption

Students' Rights and Responsibilities

Students have the *right* to a learning environment free of disruptive behaviors and the *responsibility* to comply with policies regarding **civility/appropriate behavior** and **attendance**.

Civility:

UNM-Taos students are expected, while in the role of student to exhibit and practice civil behaviors, defined behaviors that:

1. Respect faculty, staff, fellow students, guests, and all university property, policies, rules and regulations
2. Take responsibility for one's choices and actions
3. Accept consequences of one's inappropriate choices and actions
4. Communicate in a professional and courteous manner in all forms, and at all times, whether verbal, non-verbal, or written

Appropriate Behavior for Online Learning:

One of the most common set of rules for interactions within a technologically-enabled environment is called Netiquette, which is important because “the distance imposed by computer networks disrupts our interactions so that people may become more vocal (mostly a good thing), but also more careless.”

Students should read their messages aloud before posting them and consider both the content and possible tone of the messages. Students are encouraged to find specific elements of their peers' responses to focus on when they are posting messages – in other words, keep it academic, not personal.

Another ethical choice to make, concerning your classroom behavior, is related to the issue of cyber safety, which involves how you behave or act towards others online. Cyber safety for students “includes the language they use and the things they say, how they treat others, respecting people's property (e.g. copyright) and visiting appropriate websites.” Also related to cyber safety is cyber bullying. Forms of cyber bullying can include:

- “Insulting: Posting or spreading false information about a person that will cause harm to that person or that person's reputation.
- Targeting: Singling someone out and inviting others to attack or make fun of her or him.
- Excluding: Pressuring others to exclude someone from a community (either online or offline).
- Harassment: Repeatedly sending someone nasty, mean and insulting messages.”

It is your responsibility as a student to act ethically in your class. Instructors know the importance of monitoring online interactions to ensure that students have a safe classroom environment to work in. For

example, if an instructor observes a message within the discussion board that may be perceived as threatening or hostile, they will address it right away with that student and should the problem continue they can choose to drop the student from the course.

Make a decision that you will be a good digital citizen by following netiquette guidelines and avoiding any form of inappropriate online behavior. <http://online.unm.edu/help/learn/students/pdf/discussion-netiquette.pdf>

Also, when synchronous (at the same time) interaction is required for online courses, students are advised to attend from a quiet learning environment. During a web conference, for example, the instructor and students should not be able to hear each other's background sounds. Sounds from televisions, radios, children, pets, and business places are disruptive. Students are expected to contribute to a positive learning environment. We recommend the use of a headset with microphone if possible.

Progressive Discipline

Students who engage in behavior that disrupts the learning environment should be addressed one-on-one if possible prior to their being asked to leave the class temporarily or permanently, whether the disruption occurs in person or online.

Students are expected to be professional and respectful in all matters. Each student is expected to conduct themselves in a manner which is mature, respectful, and conducive to learning at all times and in all places. Any action that would disrupt or obstruct an academic activity is prohibited and subject to disciplinary action. <http://handbook.unm.edu/policies/section-d/d75.html>

Student Presence (Attendance/Commitment):

UNM-Taos students are expected to spend an average of 5 hours a week on course work for a 3 credit face-to-face class. They are also expected to participate in class, keep up with coursework, keep track of assignments and due dates, connect with instructors, and interact with classmates. The following is the expected average course work time expected of students:

Modality	In-Class Time	Out of Class Time	Total Time
Face-to-Face, Enhanced	2.5 hours (changes by course)	5 hours	7.5 hours
Hybrid	1.25 hours	6.25 hours	7.5 hours
Online	N/A	7.5 hours	7.5 hours

Faculty Rights and Responsibilities

Faculty has the right and responsibility to define expected behavior consistent with university policy, as well as address and manage disruptive student behavior.

In order to effectively communicate behavioral expectations to students, it is recommended that faculty include expected behaviors in their course syllabus and explain them at the start of the course.

Faculty also has the responsibility to maintain their faculty presence throughout the semester(s) as monitor, mediator, and instructor.

Sample Syllabus Language

In order to effectively communicate behavioral expectations to students, it is recommended that the following language be included in each course syllabus:

Students are expected to comply with University regulations regarding civility, attendance, and appropriate classroom behavior. Some specific examples of disruptive behavior that may not be tolerated in this class are:

The following list of disruptive behaviors is intended as an example only. Faculty may select, add to or delete from this list as they prepare their individual syllabi.

Disruptive behaviors in Classroom environment:

- Mobile phones
- Improper use of laptops or tablets
- Eating or drinking in the classroom
- Excessive tardiness
- Leaving the lecture early
- Leaving the lecture and coming back with food and/or drink
- Missing deadlines
- Prolonged chattering
- Reading during class
- Sleeping
- Shuffling backpacks and notebooks noisily
- Coming to class inebriated
- Bringing children or other guests to class
- Noisily packing up to go when class is not over

Disruptive behaviors in Online environment:

- Posting rude, disrespectful, offensive or inappropriate comments in discussion boards
- Unauthorized sharing of information posted in a course discussion board
- Posting links to inappropriate websites
- Spamming classmates email with inappropriate messages
- Violating netiquette rules

Progressive Discipline

Students who engage in behavior that disrupts the learning environment should be addressed one-on-one if possible prior to their being asked to leave the class temporarily or permanently, whether the disruption occurs in person or online.

Instructors are expected to be professional and respectful in all matters. The instructor is responsible for all classroom conduct, behavior, and discipline. Any action that would disrupt or obstruct an academic activity is prohibited and subject to disciplinary action. <https://pathfinder.unm.edu/campus-policies/student-code-of-conduct.html>

Progressive Discipline Steps:

1. **Document the issue and communicate with the student.**
A warning needs to go the student first before any other step is taken. Instructors may wish to review the behavioral expectations with the entire class as well. They may remind the class that their list is not exhaustive and no disruptive behavior will be tolerated.
2. **Unless the behavior requires more immediate and severe action.**
Some examples of the kind of behavior that this could include: physical violence is being threatened or has erupted, arguments have ensued, to the point that the entire integrity of the educational environment has been seriously diminished or compromised.
3. **If the student continues with the behavior, the next step can be taken.** Always discuss the issue and the next step with your Department Chair before dropping the student if it relates to a behavior issue.
4. **Dropping the student.**
To drop the student, go to your my.unm.edu in Banner and select the Summary of Class List. Once you are in your course student list there is a drop option.
5. **Inform the advisors.**
Send an email to TaosEarlyAlert@unm.edu informing them that the student has been dropped. In this email include course, student name, and banner ID along with a basic reasoning for drop.

Faculty Presence

Hybrid Instructors:	Recommended to log on to Learn at least three times a week
Online Instructors:	Recommended to log on to Learn every work day, and on the weekend if time allows
All Instructors:	Check email every day, with a 24-hour response time during the work-week and 48 hours within the weekend time frame Online office hours: once or twice synchronous optional If Email is primary contact vehicle please make sure to be available Grade assignments and give feedback in a timely manner and explain how students can access grades and feedback

Roles of Online Instructors

Managerial:

Set up discussion forum, release discussion questions, answer administrative questions. Provide guidelines for assignments, offer intellectual feedback, explain issues, direct comments toward the content and learning objectives, evaluate student projects and contributions, etc. Provide students with, or direct students to, technological assistance.

Mediator:

Make sure students know you are paying attention to what they are saying in the discussion area. You can make timely references to their posts in Announcements postings or you can respond directly in the discussion area. Do not dominate discussions. The fastest way to shut down a discussion is to post too often. When you do get involved in the discussion, post new ideas or probing questions to redirect the conversation if it's not focused on the learning objectives, correct any false information that is posted, or be a "cheerleader" and recognize great discussion messages to encourage more.

Monitor:

Support the development of collaborative learning and a social community. Express support for the learning process and individual needs.