General Strategies for Classroom Management

1. **Get organized**
   - Complete the “Organizing Materials and Advising Room Checklist.”
   - Have your resources available and know where important information can be found. Mark pertinent information in the First Year Student Handbook with tabs or bookmarks.

2. **Divide and Conquer**
   - Seat by major.
   - Announcements/answers to questions should be shared with entire group.
   - Encourage students to work together and make sure they are learning from each other.

3. **Be directive**
   - Presentation style – stand up and move around.
   - Have everyone write down major courses together (it’s a big step to get the first class down on paper).
   - “Now we will ...” (choose from Liberal Arts Core)
   - Be proactive rather than reactive.
   - Students need to select classes from the board (Remember- there are no Schedule of Classes book!)
   - Pace students to keep on track – give them an idea of how much time they have to work.
   - Work the room as a team.

4. **Keep it personal**
   - Use eye contact.
   - Keep things low key. Smile and use humor when appropriate.
   - Use opening questions to get things started:
     - Where is your hometown?
     - What kinds of things do you do for fun?
     - What major are you considering?
     - What kinds of classes did you enjoy in high school?

5. **Keep students working**
   - Encourage students to use the open classes on the board - choosing possible options and writing down those options.
   - Announce you will be moving around the room. Try to address all students that have individual questions.
   - If a student is having difficulty, get them started with a task and let them know you will check back with them to see how they are doing.
   - Don’t let one or two students consume your time. Help with questions and move on.

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**Call for Assistance!**

1. Students who say they have to leave at any time.
2. Parents/siblings /friends staying with student
3. Students/parents who are very upset or angry.
4. Students who want to change day packet times.
5. Course Equivalencies