**Behavioral Reminder Outline**

A behavioral reminder is a document that reminds or clarifies what is expected behaviorally from an individual and outlines suggested actions in order to align behaviors with that expectation. It also usually includes information about what will happen if the individual does not behave as outlined. Behavioral reminders are most helpful when used in conjunction with a conversation with the individual. It is also helpful to provide documented examples of the individual’s behavior. A suggested outline is:

* Identify the previously communicated standards of behavior (usually the Code of Student Conduct, the Employee handbook, the course syllabus, publicized office procedures, or any other policies/procedures the individual received)
* Describe the behaviors exhibited by the individual that were not compliant with these standards
* Describe what appropriate behaviors look like
* Discuss any resources or actions that can help the individual act in a more appropriate way – this includes actions or resources from the office, instructor, or college as well as actions the individual can take
* Describe any consequences or process if the individual does not follow through

**Sample:**

As a student in \_\_\_\_\_\_ course, you are expected to align your behaviors with the Code of Student Conduct, the course syllabus, and all other college policies and procedures. The following behaviors are disruptive to the educational process and will not be tolerated:

* **Refusing to obey the instructor**. For example, on (DATE) you did not comply when I asked you to sit down during another student’s presentation to the class. In addition on (DATE) you refused to participate in the class activity and instead wore your ipod and listened to music.
* **Yelling at fellow classmates**. For example, on (DATE) you yelled at another student in class when she did not pass the papers as quickly as you wanted her to.

In order to uphold the behavioral standards for this course, you will need to:

* Follow all instructions from me during the class
* Not yell or raise your voice at anyone during the class

In addition, we discussed resources that can assist you at this time. You suggested that you would like to see someone at Psychological Services to discuss how you manage frustration in the classroom setting. I encourage you to do this. You also indicated that you would find it helpful if you could excuse yourself from class for a few minutes if you anticipate that you are getting frustrated. We discussed that you will try this so long as it does not disrupt class or occur more than once per week.

Please be aware that if you do not uphold the behavioral standards for my class, a complaint will likely be filed through the Code of Student Conduct.

**Sample Documentation Emails/Letters**

The following are very basic examples of how to follow up in writing after a conversation about behavior. These examples provide the kind of documentation that can be very helpful to the BIT and the College if the pattern of behavior continues and/or escalates.

A. Sample INAPPROPRIATE EXAMPLE:

Dear \_\_\_\_,

It is incumbent upon all students to behave in class. Review the course syllabus and do not act like a freak in class anymore. If you yell again, I will kick you out and you can never return to this college again. If you decide to come to class, do not speak to me for the remainder of our time together.

B. Sample email/letter follow-up if a situation was managed through feedback and behavioral changes:

Dear \_\_\_\_\_,

This email serves to follow up on our interaction on (DATE). I asked to speak with you about your interruptions of other students in class. During our conversation, you raised your voice to the point of yelling. I appreciate that, once I informed you that yelling is not permitted in (the office/classroom), you lowered your voice and we were able to resolve the situation. I was able to listen to you and we had an effective conversation. You informed me that you interrupt others because you can’t hear them very well and you felt that your questions were more important. We discussed that if you interrupt someone, I will put my hand up to inform you to stop speaking and you will comply. I also reminded you that each student’s questions may be just as important as yours. I would appreciate it if you do not yell in the future. If you yell or if you continue to interrupt, I plan to report that to (Student Conduct, the Dean, etc). Again, I would like to thank you for your willingness to hear my feedback and act appropriately. If you have any questions or if I can be of assistance to you in the future, please let me know.

C. Sample email/letter follow-up if individual was **not** compliant with feedback:

Dear \_\_\_\_,

This email serves to follow up on our interaction on (DATE). I asked to meet with you because you have been playing on your laptop in class, and you refused to close it during class activities. During our conversation, you raised your voice the point of yelling. I attempted to inform you that yelling is not permitted in (the office/classroom), but you were not willing to listen. As a result, I informed you that if you did not stop yelling, I would need to end the meeting. You still would not stop yelling at that time. As a result, I left the (office/classroom) to call Campus Police. When I returned, you were gone. While my goal is to support your success as a (student/parent), it is my expectation that you act appropriately while on campus. Please be aware that it is expected that you do not yell in offices/classrooms in the future. If you do, (Campus Police will be contacted, a Student Conduct compliant will be filed, your supervisor will be informed, etc). It is also my expectation that you comply with my requests to promote a healthy academic environment in class. If you do not, I may remove you from that class and file a student conduct complaint. If you have any questions about this, or if I can assist you in acting appropriately in the future, please feel free to contact me.