

5-3 Classroom Management

教室安排



Managing a class can encompass a variety of factors. Enforcing class policies, creating a positive classroom atmosphere, and dealing with misbehavior are all aspects of classroom management.



教室的安排伴隨著一些因素。執行班規以樹立正向的班級氣氛，處理失控舉止，這都是教室安排所需考量的

--Construct your classroom policy carefully. What is most important to you? Why? How can you create policies based on what is important to you? How can you enforce them? What will the consequences be if policies are not followed? What kinds of exceptions will you allow?



--清楚設立班規。哪些你最在意?基於哪些重點而設立?如何執行?規則無法執行會有哪些一連串問題?預期哪些?

--Clarify your classroom policies on the first day. Explain what types of exceptions you will allow and give specific examples of these.



--在第一天闡明班規。說明哪些形式是你所預期的，並給明確的例子說明

--Establish, in the beginning, a positive classroom atmosphere. It's a good idea to ask the students what they think is unacceptable classroom behavior. This will create more responsibility for them when they agree to abstain from certain actions. You can also add your own ideas if you feel that the students don't have a complete list. Some possible types of misconduct could include:



--一開始樹立正面的班級風氣。詢問學生在班上認為哪些行為是不恰當的是個好方法。當他們特意避免掉那些特定行為時，可讓他們更加尊重彼此。如果學生建立的不夠完備，也可加入你自己的想法。一些不恰當的舉止大致上歸類在下列：

- Putting others down for their opinions
- Making derogatory comments about a race or group
- Interrupting
- Shouting
- Cheating
- Talking while the teacher or another student is speaking



- 批評他人的觀點
- 貶低其他的競賽或組別
- 干擾
- 大聲咆哮
- 作弊
- 當老師或其他學生在發言時談話

--Decide, before the course begins, how you will handle certain types of behavior. Here are some possible scenarios and remedies, but it is best if you decide what works best with your teaching style and personality.



--在課程開始前，決定如何處置這些行為。這有些可能的情況和修正方法，但最好還是依照你的教學方式和人格特質而運用

Possible classroom situations and potential remedies:

可能性的班級情況和糾正方法:

(1)One student seems to dominate the conversation

--Tell the student that you appreciate his/her participation, but you'd like to hear from other students.

--Give each student two or three pennies (or toothpicks, or any other small object) and tell them that you would like to hear from each of them. When they make a comment, they return the penny to you. When they are out of pennies, they can't make any more comments until everyone has completed their supply of pennies.



學生試圖主宰談話內容

--告訴學生你感謝他的參與，但你也想聽聽其他學生的意見

--給每位學生 2~3 分錢(或牙籤、或其他小物件)並告訴他們你想聽他們每個人的談話。當他們作一個評論就需花一分錢，直到每個人所有的錢都用完

(2)A group of students constantly sit in the back and talk about non-class subjects

- Create a seating chart so they can't sit next to each other.
- Ask the students to stay after class and discuss the issue with them.
- Ask a question to the class and then call the name of one of the group, in the middle of their conversation, to answer.
- Stand near them in the back of the class as you lecture.
- Let the students know that their chatter is disruptive to the classroom and that you would appreciate it if they would stop.



學生群聚在後面並討論和班級不相關的事務

- 分配座位表，使他們不能彼此坐在一起
- 下課後，要求這群學生留下討論這些議題
- 提出問題，點名讓該群的其中一位學生來回答
- 當責備時，站在靠近他們的教室後方
- 讓他們了解他們的談話影響到了班級，你期盼他們能停止

(3)A student says a derogatory comment about a racial group

- Explain that the statement was offensive and ask the student to refrain from that type of comment.
- Take a few minutes to discuss stereotypes and their bad effect on groups of people.
- Ask the students if that remark was appropriate and have them explain.



學生對於人種方面，說了不當的評論

- 說明這種談論是具攻擊性的，要求學生避免此類的評論
- 利用幾分鐘來討論這種偏見和他們對某些人種的傷害
- 請學生解釋，如果此種結論是恰當的

(4)One of your students starts making passes at you

--Tell the student that you are not interested, you are dating someone, or you are married.

--Familiarize yourself with the [Faculty Handbook](#) where it states that an instructor who is responsible for the evaluation of a student cannot keep his/her job as evaluator should there be a romantic involvement with the student.



學生開始愛慕你

--告訴學生你沒興趣，你和別人有約會了或已結婚了

--說明教職員手冊，指導者不可涉及和學生親密關係

(5)You have a late work policy, but one of your students wants you to make an exception

--If you have listed the exceptions in the syllabus, refer the student to it.

--If you decide to make an exception, you can announce to the class what the exception was and say that you must make an exception to all in the same category.

--Tell them you want 24 hours to think about it and ask your supervisor for his/her advice.



對於遲交作業規範，學生要求例外處理

--如果在教學大綱你有列出例外的情況，學生則依此辦理

--如果你要給予例外的處置，需將此情況告知全班，並對相同的情形也給予相同的處置

--告知他你需要 24 小時的考慮時間並諮詢監督部門

◆命題文章

- A (123): 教室的安排須考量哪些因素? 1. 班規的建立 2. 學生行為管控 3. 班級氣氛 4. 以上皆非
- A (12): 班規的設立須考量哪些因素? 1. 執行力 2. 規範重點 3. 學生自行設立 4. 以上皆是
- B (4): 學生出現不恰當的行為時, 老師該如何處置? 1. 視情況處置 2. 依照學生人格特質處理 3. 依教學風格而處理 4. 以上皆是
- C (4): 在此段文章中, **Making derogatory comments** 指的是何種意思? 1. 給予建設性意見 2. 給予不確定性意見 3. 給予難執行性意見 4. 給予貶低的評論
- B (23): 當學生出現不熱衷討論, 而自行談話該如何處理? 1. 讓他們坐於後座 2. 分開該群學生座位 3. 點名他們回答問題 4. 以上皆是
- B (1): 當學生有人種批評, 該如何處理? 1. 說明這是攻擊性談論 2. 直接處分學生此行為 3. 拒絕和學生討論此偏見 4. 以上皆是
- B (1): 學生有遲交作業行為, 該如何處理? 1. 依教學大綱處理 2. 不能有例外情況 3. 一律拒收 4. 以上皆是