TEACHING ASSISTANT’S Guidelines for Working in a Group

The list represents what a group of experienced TAs at UVic have identified as important guidelines for working in a group. TAs may be able to use this list, or part thereof, in their role as a teaching assistant. Not all suggestions below may be applicable in all departments on campus. Please use the list as a guide only.

- When someone has the floor, allow them to finish speaking
- Be respectful of what others have to say
- Acknowledge others’ ideas
- Ask questions to clarify important points
- Be responsible for returning from breaks on time
- Give everyone a chance to speak – do not dominate the discussion
- Stay on task
- Take outside room breaks only when necessary
- Do not have side conversations when others are speaking
- Use positive language
- Be open and willing to share your experience
- Be encouraging
- Ask for clarification
- Turn your cell phones off
- Constructive feedback
- Bring humour
- Listen
- Be ready for group
- Disagree with respect
- Keep group safe and confidential
- Keep group work relevant to task

The following list was developed during the Teaching Assistant Consultants’ (TACs) seminars for the academic year, 2009-2010.