

TA TIP SHEETS

TEACHING ASSISTANT'S Codes of Conduct

The list represents what a group of experienced TAs at UVic have identified as important aspects of TAs' code of conduct 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.

TAs at UVic are advised to:

- Maintain professional distance
- Refer students to student health and/or counseling if appropriate
- Respect confidentiality of students
- Have integrity
- Respect diversity
- Treat students with respect
- Acknowledge boundaries
- Be fair, equitable, and refrain from favouritism
- Handle disagreements with the course instructor/professor in an ethical way
- Practice professional communication
- Be prepared for your duties as a TA
- Be on time
- Respect students' privacy
- Be where you say you are for office hours
- Embrace open door policies – do not leave doors closed when with students, but be sensitive to a voice carrying to the outside corridor
- Honour this code of conduct
- Mark and grade with consistent and transparent standards
- Respond to emails in a timely manner and keep copies of communication
- Be aware of ethics of behaviour outside of the classroom
- Give constructive criticism on sensitive matters or to sensitive students professionally
- Ensure discussion groups are inclusive
- Show up to all lectures and take notes, if appropriate

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