

**Professional practices of Teaching Assistants**

* + Respect confidentiality of students
	+ Treat students with respect by respecting diverse cultures, perspectives, etc.
	+ Be fair, equitable, and refrain from favouritism
	+ Ensure discussion groups are inclusive
	+ Know how to support anti-racism at UCalgary
	+ Refer students to [Student Support Advisors](https://www.ucalgary.ca/wellness-services/services/mental-health-services/student-support) if you have concerns about student wellness and mental health
	+ Handle disagreements with the course instructor/professor in an ethical way
	+ Practice professional communication in person, in emails, etc.
	+ Respond to emails in a timely manner and keep copies of communication
	+ Be prepared for your duties as a TA, e.g., organized for labs, notes for teaching, etc.
	+ 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
	+ Mark and grade with consistent and transparent standards adhering to [academic integrity](https://www.ucalgary.ca/live-uc-ucalgary-site/sites/default/files/teams/1/academic-integrity.pdf)
	+ Be aware of ethics of behaviour outside of the classroom
	+ Give constructive criticism on sensitive matters professionally
	+ Show up to all lectures and take notes, if appropriate

Adapted from [UVic Teaching Assistant’s Codes of Conduct](https://www.uvic.ca/learningandteaching/assets/docs/instructors/for-review/TA%20Professional%20Development%20and%20Information/CodesofConductforTAs.pdf)

 **Professional practices of Teaching Assistants**

 Which of these professional practices are most important to you?

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Which have you not considered before?

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What would you add to this list?

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