

**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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