

Teacher's Aide Code of Conduct

Expectations:

- Come in discretely. Place your things out of the way. You may move to the hall if you need more space to work.
- Be punctual and self-motivated. Check the TA computer and tub for your daily tasks.
- Work quietly at all times. Avoid talking with other TAs, unless you are working together in the hall.
- Double-check your work (e.g., instructions I've left for you, adding up points while grading, etc).
- When sent out of the room on errands, be courteous and professional at all times. Be pro-active about asking people in the office for help if needed. Use your own common sense to resolve small problems.
- Keep all student information that you happen to come across strictly confidential.
- Do not speak to students or distract them from their class work. You are welcome to help them if they ask.
- Do not write personal notes on student work (saying 'hello' on a page, etc.)
- Never interrupt instruction unless it is urgent (building on fire, someone is hurt, etc...).
- Work even if I am gone, and a substitute is covering. I will leave notes on what I have for you, if anything.
- If you have no work from me, feel free to do your own class work/homework, read, or do an approved activity.

Grading:

Score	Criteria
A+/-	<ul style="list-style-type: none"> ✓ Demonstrates consistent diligence and attention to detail ✓ Works carefully to do things right the first time and asks necessary questions to ensure accuracy ✓ Highly motivated; never has to be reminded to begin working ✓ Takes the time to learn how I want things done and makes the effort to comply ✓ Knows what to do when I'm out sick or for school business ✓ Never interrupts instruction and is polite in all conversations ✓ Keeps the room and hallway neat and organized
B+/-	<ul style="list-style-type: none"> ✓ Frequently does things right the first time and asks necessary questions to ensure accuracy ✓ Shows some motivation; sometimes has to be reminded to finish work ✓ Takes the time to learn how I want things done and makes the effort to comply ✓ Knows what to do when I'm out of the classroom ✓ Never interrupts instruction and is polite in all conversations ✓ Keeps the room and hallway neat and organized
C+/-	<ul style="list-style-type: none"> ✓ Completes work but several or many mistakes are made ✓ Does not ask for clarification on assignments when confused how to proceed ✓ Not self-motivated; has to be reminded to finish work ✓ Makes a limited effort to learn how things need to be done ✓ Is unsure what to do when I'm out of the classroom ✓ May interrupt instruction, but is polite in all conversations ✓ Keeps work area messy
D+/-	<ul style="list-style-type: none"> ✓ I'm babysitting you. Expect to change classes.

I have read the Teacher's Aide Code of Conduct and understand the grading and expectations. I will do my best to follow these rules and realize that any inappropriate behavior will result in my removal from this class and possibly from the opportunity of being anyone's TA.

Student Name (print)

Student Name (signed)

Today's Date