Guidelines for UGTAs in BIO Courses

• **TRAINING:** Unless they have taken BIO372C or CH372C, UGTAs should take the TA Training Course offered by the Biology Instructional Office that is mandatory for TAs.

• **CLARITY ABOUT THEIR ROLE:** Instructors, TAs, and UGTAs should meet jointly at the beginning of the semester to decide who is going to do what and put it in writing.

• **UGTA/STUDENT RELATIONSHIPS:** UGTAs must be asked at the beginning of the semester to reveal if any student in the course is a romantic partner or a close friend. University policy states that a UGTA <u>cannot</u> work in a course in which a romantic partner is enrolled. (This is the case even if the UGTA has no direct authority over their romantic partner.) UGTAs should neither have direct authority over nor handle the grades of close friends. UGTAs cannot begin to date students in the course, whether they have direct authority over those students or not; they need to wait until the course is over.

• **UGTA/STUDENT INTERACTIONS:** UGTAs should meet with students in the course only during official times – such as Discussions or Office Hours and only in classrooms or other official locations arranged by the Biology Instructional Office. Office hours should not be held in dining halls, restaurants, or other casual locations. UGTAs cannot give preferential treatment to specific students – they should hold meetings only if they are accessible to all students in their charge. One-on-one help sessions are OK if all of their students can arrange to have one.

• **PROFESSIONAL DRESS:** UGTAs should be advised to dress professionally when they are interacting with students. (Gym clothes and revealing clothing, for example, are inappropriate.)

• **PROFESSIONAL TONE:** UGTAs must adopt an appropriate professional tone with the students. The Instructor and the UGTA are all on the same team whose mission is to help the students learn. UGTAs are not meant to side with the students against theInstructor, nor is the job of a UGTA to help the students "deal" with the Instructor.