

Professionalism Expectations for Teaching Assistants (TAs)

1. **Be prompt.** Please arrive to all course sessions and course-related meetings on time. If you will be late for any reason, please contact the Course Director.
2. **Be prepared.** Please spend time outside of the scheduled course and/or meeting times to prepare for course-related sessions. Being knowledgeable about the content covered in the course is essential to be an effective TA. If you have questions or concerns about the course content, please contact the Course Director.
3. **Be responsive to emails.** Please respond to emails or other communications from the Course Director, other instructors, students, and staff in a timely manner (preferably within 72 hours of receiving an email).
4. **Communicate respectfully and professionally.** Communication is key for effective facilitation of courses. Please communicate with the Course Director as anything comes up during the course, including concerns regarding students. Please communicate with all instructors, students, and staff in a respectful and professional manner. Please review LCOM's Professionalism Statement below.
 - a. *Our Larner College of Medicine community upholds the highest standards of professionalism as we follow our passion for lifelong learning and improvement. We demonstrate professionalism through integrity, accountability, compassion, altruism, and social responsibility. We honor the trust our society has placed in us as stewards of the art and science of medicine, relying on cultural humility, kindness, and respect to guide our daily interactions. We expect all members of our community to embrace these principles of professionalism as we strive to conduct and support patient care, research, and education that are second to none.*
5. **Foster an inclusive learning environment.** Diversity, equity, and inclusion are key to a successful learning and working environment. All faculty, students, and staff are essential in creating an inclusive environment. Please review LCOM's DEI statement below.
 - a. *At UVM, diversity and inclusion are not only broadly defined and valued, but also mission-driven and integral to how we measure our success. We believe that cultural humility enhances professionalism, clinical effectiveness, research and results in effective interactions in cross-cultural situations. The Office of Diversity, Equity and Inclusion (ODEI) leads, collaborates, educates, and supports all students, staff, and faculty in fostering a culture of inclusion. Our work promotes excellence in health care and contributes to the College's efforts to address the systemic barriers faced by the most vulnerable populations.*
6. **Maintain a clean learning environment.** Please clean up after yourself and after students in the learning environment.

Signature of Student: _____ **Date:** _____