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Teaching Assistant Recommendations for Faculty and Instructors

This is to serve as a resource for instructors to help them and Teaching Assistants (TAs) address issues of academic misconduct should they arise. These guidelines are based on the most common issues of academic misconduct addressed by the Office of Student Conduct (OSC). Often students will not distinguish the directions they receive from a TA as opposed to the instructor. Before the semester begins, it is important to discuss with Teaching Assistants protocol on the following:

- Attendance (fabrication)
 - What documentation is required for an excused absence, and who must approve it.
 - Participation and attendance in class with polls
- Proctoring of Exams/Quizzes (cheating)
 - Clear examples of what are prohibited materials. Remind students of this at the start of the exam/quiz
 - Discuss what should happen if a TA witnesses academic dishonesty:
 - Confront the behavior directly and immediately. Do your best to not disturb other students taking the exam, but the priority should be to confront the behavior
 - If the student is using something they shouldn't, remove it for the duration of the exam, but allow the student to complete the exam
 - Explain the matter will be referred to the OSC for investigation
 - Discuss the matter with the instructor. Do not guarantee a specific outcome.
 - Make device usage expectations clear. Students can be found responsible for cheating, even if they take their phone out during an exam or quiz just to check the time.
- Submission of Late Work/Make Up Assignments (cheating/fabrication)
 - Establish a clear protocol as to when and to whom work is turned in if done at a time different than the original deadline.
- Collaboration on Assignments (Cheating/Facilitating Academic Dishonesty)
 - Provide repeated guidance outlining the extent to which students may discuss course material with each other. Do the same with graded assignments.
 - Determine and discuss a clear course approach on how group-texting should be used in class. Determine if TAs should be a part of any authorized group-chat established for the course.
- Course Assistance Websites (Cheating/Facilitation Academic Dishonesty)
 - TAs should speak consistently with students about when and when not to use websites like Course Hero, Chegg, GitHub, Koofers, etc.
 - Make clear to students that any outside sources (including the ones mentioned above), need to be authorized by the TA or instructor, should students want to use them.

- Difference in instruction (Cheating)
 - The TA should confirm directions given to students is consistent with that of the instructor. If there is a difference, then the instructor's directions take precedence.

Remember that any Teaching Assistant or instructor may refer a case to the OSC for investigation based on their suspicion of academic dishonesty. Teaching Assistants should inform the course instructor of their suspicion and should be prepared to participate in the conduct process as a witness to the behavior. You may refer a matter to OSC by using [this form](#). You may also contact OSC with any questions.