

VYEA Summer School 2017

Teaching Assistant Agreement

Part 1: Code of Conduct

- Maintain proper respect for teachers, parents, students, and peers
- Be fair, equitable, and refrain from favouritism
- Lead by example
- Chào hỏi người lớn lễ phép đàng hoàng
- Be prepared for your duties as a TA for announced assignments
- Be on time
- Respect students' privacy and their work
- Mark and grade with fair, consistent, and transparent standards
- Respond to emails in a timely manner and keep copies of communication
- Be aware of personal conduct and appearance outside of the classroom AND outside of the school.
- Dress appropriately as a teacher. Do not wear hats, shorts, tank tops, torn jeans, flip-flops. Do not wear clothings that can be construed as violent, sexual. Do not display gang-related slogans on clothings. Males do not wear open shirts. Females do not wear revealing outfits.
- Do not use alcohol or non-medical drugs.
- Refrain from food or chewing gum while in class
- Refrain from leaving the school premise during committed hours without permission from the VYEA Office (Ban Giám Thị) or from the VYEA teacher in charge of the TA class.
- Honour this code of conduct

Part 2: Minimum Requirements

- Attend all required lectures (at least 18 hours out of the 36 hours).
- Be at least 14 years of age

Part 3: Responsibilities

- Help students in the assigned class(es) study
- Help teachers with administrative work in class -- under teacher's direction
 - maintain students rosters and students score sheet
 - be the contact person with the Office for chores such as making request for Material
- Help teachers conduct classes -- under teacher's direction
 - help grading schoolwork (no more than 1 hour a week)
 - help conduct some exercises in front of the students

TA under 18-years of age must have a TA-agreement form signed by a parent and turned in to the TA Administrator before the Summer School starts. TA over 18 can sign his/her own form.

I have read and agree to comply with the terms set forth in Parts (1) through (3) above.

TA's Name _____

TA's Telephone number _____

TA's email address: _____

Parent's Name _____

TA's Signature _____

Date _____