Derek Bok Center  
Head TF Orientation  
Winter Teaching Conference 2010  

PROFESSIONAL CONDUCT POINTERS FOR HEAD TFs  

• Remember to establish an appropriate rapport and "distance" from students 

• Trust is built through in respectful, equitable interactions with students, teaching staff, and professors 

• Think about how to navigate personal/professional relationships: office hours, places to meet, what to do if invited to a house dinner or if students seem to want too much personal attention or help 

• Don’t play favorites! (Or least favorites…) 

• Be even-handed with assessment: grading, student meetings and in-class interactions 

• Be sensitive to interpersonal conflicts with or between students: religious or political differences, race, gender, class, or sexual orientation 

• Be aware of Harvard’s systems in involving course heads, other TFs, and Allston Burr Sr. Tutors/Resident Deans in student issues and your concerns 

• Adhering to syllabus and course policy and knowing and accepting that the professor has ultimate authority is your obligation to the course 

• Productive TF meetings will go a long way to making your course function: have an agenda and get through it 

• Keep careful records on interactions with students; they will be helpful both for future recommendations and if issues arise 

• Be a supportive mentor in the field or beyond the course 

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For Tipsheets mentioned during the Head TF Orientation, go to http://bokcenter.harvard.edu/ and select "Head TF Network" from the list of Programs at the bottom of the page. You'll see the Tipsheets under "Handouts and Documentation" on the left-hand side of the new page.