



**Grading Policies & Guidelines**

<b>HH-</b> High Honors	Work of extraordinarily high quality	No more than 10% of class, reported
<b>H</b> - Honors	Work that meets and exceeds expectations	Next 25% of class, reported
<b>PR</b> - Proficient	Work that meets expectations	Next 55% of class, not reported
<b>Pass</b>	Work that does not demonstrate proficiency	Historically ~5% of class, not reported
<b>Fail</b>	Unsatisfactory work	Historically < 1% of class, not reported*

There is a firm cap on the number of High Honors that may be given. Historical distributions provided here are for reference purposes only.

\* F grades in core courses require remediation. The failed core course is not reflected on the official transcript until remediated. Elective courses with F grades are not reflected on the official transcript. Students must replace failed electives with other electives to meet total credit requirements for graduation.

Once grades are officially recorded, they may not be changed except in cases in which a mathematical error has been made in computing the grade or a clerical error has been made in recording it.

*Tips for Successful Grading*

- To maintain consistent standards, read through several students’ work to get a feel for the assignment and range of quality before making comments or assigning grades.
- Since the Proficient grade normally represents the majority share in any class, the comments you write on assignments, quizzes and problem sets are extremely valuable. We encourage thoughtful and regular commentary so students might better gauge the quality of their work.
- Keep in mind that you are grading the quality of the assignment—not the student. If you feel conflicted in any way, please alert your faculty member so that he or she can assist you. Under no circumstances are you to grade the work of a student with whom you are in a relationship.
- Unsatisfactory grades are taken very seriously at SOM. If you identify a struggling student, please alert your faculty of the concern immediately. Student & Academic Services offers assistance to support student achievement. Tutoring is available for the quantitative courses in the core; we recommend that any struggling student be strongly encouraged to make use of this free resource.
- Students from other Yale schools receive grades based on their school’s standards. Conversion information for these grades is available in our Registrar’s Office.

*Yale University Policy on Teacher-Student Consensual Relations*

The integrity of the teacher-student relationship is the foundation of the University's educational mission. This relationship vests considerable trust in the teacher, who, in turn, bears authority and accountability as a mentor, educator, and evaluator. The unequal institutional power inherent in this relationship heightens the vulnerability of the student and the potential for coercion. The pedagogical relationship between teacher and student must be protected from influences or activities that can interfere with learning consistent with the goals and ideals of the University. Whenever a teacher is responsible for directly supervising a student, a sexual relationship between them is inappropriate. Any such relationship jeopardizes the integrity of the educational process by creating a conflict of interest and may lead to an inhospitable learning environment for other students.

Therefore, no teacher shall have a sexual relationship with a student over whom he or she has direct supervisory responsibilities regardless of whether the relationship is consensual. Teachers must avoid sexual relationships with their students, including those for whom they are likely to have future supervisory responsibility. Conversely, teachers must not directly supervise any student with whom they have a sexual



# Yale SCHOOL OF MANAGEMENT Guidelines for Teaching Assistants

relationship. Violations of or failure to correct violations of these conflict of interest principles by the teacher will be grounds for disciplinary action.

Teachers or students with questions about this conflict of interest policy are advised to consult with the department chair, the appropriate dean, the Provost, or one of their designates. If the issue cannot be resolved informally, a student may lodge a conflict of interest complaint with the dean of the school in which the student is enrolled or where the teacher exercises his or her supervisory responsibilities.

For purposes of this policy, "direct supervision" includes the following activities (on or off campus): course teaching, examining, grading, advising for a formal project such as a thesis or research, supervising required research or other academic activities, and recommending in an institutional capacity for employment, fellowships or awards. "Teachers" includes, but is not limited to, ladder and non-ladder faculty as well as graduate and professional students and post-doctoral fellows and associates serving as teaching fellows or in similar institutional roles. "Students" refers to those enrolled in any and all educational and training programs of the University. Additionally, this policy applies to people in the Yale community who are not teachers as defined above, but have authority over students. Therefore, athletic coaches, supervisors of student employees, advisors and directors of student organizations, as well as others who advise, mentor or evaluate students, are covered by this policy.

## **Academic Honesty & Discipline**

Information regarding the discipline process is outlined in the Yale SOM Bulletin (available on our portal).

Academic dishonesty is not widespread at Yale, but each year there are cases brought before the Standards Committee. These cases can be categorized along the following lines:

1. Using the same work product for two assignments without approval.
2. Cheating on a test, exam or assignment.
3. Plagiarism of any manner (You may use tools such as turnitin.com for assessment.)
4. Fabricating or misrepresenting results.

If you believe a student is guilty of any of these violations, please contact your faculty member and the Director of Student & Academic Services as soon as possible.

## **Attendance**

Unless otherwise noted by the faculty, TAs are expected to attend all class meetings and be available to students throughout the term. Inform your faculty promptly if you are unable to attend a class session.

Students are expected to attend class regularly—on time and prepared to contribute. Excused absences are restricted to illness, religious observance and personal emergency. Whenever possible, students should inform the instructor and TA(s) prior to an absence. TAs should record absences as either excused or unexcused, and inform the Director of Student & Academic Services if a student approaches you about an extended absence or personal emergency.

## **Administrative Process**

TAs must register themselves with the Business Office through our portal (Administrative Services > Business Services > Payroll Procedures > Teaching Assistants) for each course assigned. An e-mail is then sent to faculty to verify assignments. Once approved, paperwork will be submitted to payroll. You will receive a confirmation message with details of your payment once all paperwork has been processed.

Required forms are also available on the Payroll Procedures portal page. F-1 or other visa holders will have additional paperwork and should start this process as early as possible.

TAs are paid on the semi-monthly basis; payments are issued on the 15th and last working day of each month. Contact our Business Office with questions and concerns regarding payment.