



Rules of Conduct for Instructors

The Instructor accepts personal responsibility for facilitating course material and creating a learning environment that stimulates the acquisition of knowledge and understanding, as well as the thoughtful formulation of worthy goals. The following rules shall be followed to help achieve maximum learning results during training.

Conduct towards the student:

In fulfillment of the obligation to the trainee, the Instructor:

1. Shall start class on time and adhere to the schedule of training.
2. Shall be prepared for the class. Preparation does not guarantee success; however, lack of preparation makes it less likely.
 - a. Arrive prior to the class start time to prepare the classroom environment and make the learning experience an engaging and safe place to ask questions and articulate understanding.
 - b. Review the course material and prepare a demonstration (if required/necessary).
 - c. Discuss appropriate/timely updates to references and/or content.
 - d. Address and attain all learning objectives.
3. Shall provide daily feedback with manual references to trainees.
4. Shall not deliberately suppress or distort subject matter relevant to the trainee's progress.
5. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
 - a. Exclude any student from participating in any program.
 - b. Grant perceived advantage to any trainee.
6. Shall not use a cellular phone in the classroom; place the phone on silent or vibrate mode.
 - a. Exit the classroom and go to a designated area to place calls or answer incoming calls.
 - b. During instruction, only leave the classroom for emergency situations.

Conduct toward training performance:

In fulfillment of the obligation to his/her performance and demonstration of instruction competence, the Instructor:

1. Shall model ethical behavior in the classroom, during office hours, and in/out-of-class discussions.
2. Shall seek advice from colleagues and peers when unsure of content.
3. Shall only teach VBA Central Office supported procedural and regulatory guidance during the training.
4. Shall be courteous and respectful of colleagues, regional office support and trainees.
 - a. Never criticize a question/comment or instructor/trainee.
 - b. Never interrupt another instructor or trainee.

By completing this training item, I agree that I have read and fully understood my responsibilities to provide the best learning environment for the trainee.