

Data Carpentry Helpers Checklist

Teaching Rules

Helpers are a very important part of The Carpentries workshops. Helpers support learners one-on-one if they are stuck installing software, understanding a certain line of code, or any other parts of the learning process.

Before a workshop helpers will

- Introduce themselves to the instructors, letting them know any particular areas of expertise
- Review the curriculum the instructors will be teaching
- Review the software installation instructions to be prepared to troubleshoot with learners
- Make sure the instructors have listed you on the workshop website

During the workshop helpers will

- Help learners with setup problems or anywhere else they get stuck
- Monitor room for anyone who may need help. Learners may put up a red sticky note or indicate in other ways that they are stuck.

After the workshop helpers will

- Send their own feedback to the instructors and the Workshop Administration Team including any configuration problems
- Consider applying to become a certified Carpentries instructor

Rule #1: Be kind

This means to be inclusive, respectful, mindful and welcoming.

Rule #2: Remember that we are all learners

Admitting that you don't know everything helps create a growth mindset, where we are all constantly learning. When you make a mistake, calmly talk about the error, how it's part of the process and necessary to make progress.

Rule #3: Be aware of demotivating attitudes

There are several things that can impair the learners' experience. Examples of what not to do:

- Take over the learner's keyboard. Instead, encourage and guide them through the solution, but let them type themselves.
- Dive into deep discussions with more advanced learners (who might actually not need to be there). You can have those conversations

Rule #4: Be aware of demotivating words

Avoid saying things like:

- Just: "oh, that's easy, you just..."
- "It's too easy..." or "It's too hard..."
- "I can't believe you don't know X ..."
- Negative comments about any applications or OS (Word, Excel, Windows, Mac, GUI). No tool is perfect, and this kind of disdain is not conducive to the learning process

Code of Conduct (Summary)

We are dedicated to providing a welcoming and supportive environment for all people, regardless of background or identity. By participating in this community, participants accept to abide by The Carpentries' Code of Conduct and accept the procedures by which any Code of Conduct incidents are resolved. Any form or behavior to exclude, intimidate, or cause discomfort is a violation of the Code of Conduct. In order to foster a positive and professional learning environment we encourage the following kinds of behaviors in all platforms and events:

- Use welcoming and inclusive language
- Be respectful of different viewpoints and experiences
- Gracefully accept constructive criticism
- Focus on what is best for the community
- Show courtesy and respect towards other community members

If you believe someone is violating the Code of Conduct, we ask that you report it to the Carpentries Code of Conduct Committee completing [this form](#), who will take the appropriate action to address the situation.

More info can be found here: https://docs.carpentries.org/topic_folders/policies/code-of-conduct.html