ESM 250 TA Duties
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Graders
At the start of a new semester, graders should request the department staff to e-mail them a list of students in each ESM 250 section. Typically, there are the following sections: ESM 250-001, -002, -921. Class enrollment usually fluctuates at the start of the semester, so the class list should be verified after two weeks and again at four weeks into the semester.

The grader must use EXCEL to create a workbook, with each section in a different sheet. The workbook should be e-mailed to the instructors at the start of the semester, just before each exam, and at the end of the semester. The grades should be printed periodically, and a back-up copy of the file must be maintained. It is required to keep a written copy of the grades, and update the worksheet from the written copy in the event that the file becomes corrupted or destroyed.

Graders are responsible for grading the homework for on-campus and QUEST students. The same homework problem should be graded for each section.

On-Campus Homework
A typical homework assignment will have three homework problems assigned, and the grader will grade one homework problem out of 10 points. The problem may be selected by the instructor or the grader. The homework must be graded and returned to the instructor in time to return to the students at the next class period.

The grader is responsible for a neatly written solution. The solution should be copied and posted in the display case outside of my office (contact me for a key). Old solutions should be removed as needed to make room for more current solutions. You should retain a copy of your solution for your records, and make one copy for each QUEST student (see below).

The solution should be scored such that the available points are distributed throughout the problem. Graders should deduct points for significant digits, units, proper solution procedures, etc. Indications of student collaboration should be reported to the instructor. A 10/10 should be reserved for perfect solutions only.

Graders will not be allowed to have a copy of the solution manual. You may see me if you need to have your solution checked, or if you are unsure how to work a problem.

QUEST Homework
QUEST students are off-campus students that will typically not be at the same pace as the on-campus students. Their homework will be FAXed or mailed in to be graded as they complete it.
The grader should make a folder for each QUEST student, and place copies of the homework solution in each folder as the solutions are made. As the homework from a particular student is graded, the solution is to be stapled to the students homework. The homework score should be clearly indicated on the outside of the students’ homework so that I can easily determine if the homework set has been graded. The graded homework should be placed in my box.

Tutors

Mechanics of Materials tutors meet at scheduled times to help students with homework problems. It is very important that regular hours are kept.

Tutors should not work the homework for the students. Ideally, the tutor is expected to guide the student through the problem solving process by giving hints as they are needed. The tutors should be aware that some students will be frustrated by this process, although it is in their best interest in learning the material.

Tutors will not be given direct access to the solution manuals. You may see me or work with the grader to prepare for your tutoring session.