

## **AEM 250 TA Duties**

### **M. E. Barkey**

#### **Graders**

At the start of a new semester and after the first class meeting, I will e-mail the grader an Excel file containing the AEMM 250 class list. Typically, there are the following sections: AEM 250-001, -901 for on-campus and distance education students, respectively. Additional instructions are included in the Excel file.

The workbook should be e-mailed to me just before each exam, and at the end of the semester. A back-up copy of the file must be maintained.

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 scored such that the available points (10) are distributed throughout the problem. Graders should deduct points for significant digits, units, proper solution procedures, free body diagrams\*, etc. Indications of students copying from a solution manual 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.

\*This include stress blocks (stress elements) that are not in equilibrium.

#### **Distance Education Homework**

Distance Education students are off-campus students that will typically not be at the same pace as the on-campus students. Their homework will be turned in through the BlackBoard Learn system. Additional instructions are included on the BlackBoard Learn course forum for AEM 250. The grader should use Adobe Acrobat Pro to mark up the students homework.

## **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.

## **Exam Proctoring**

AEM 250 and AEM 251 TA's are expected to help proctor AEM 250 exams during the semester at the final exam. Graders and TA's may also have to help grade exams and the final exams.