

GRADING POLICY FOR ECON 491

Grading for undergraduate TAs will be based on two criteria:

- Dependability
- Effectiveness

Dependability – this requirement is spelled out in the TA appointment letter, and listed again below. In addition, another dimension of dependability is maintaining regular communication with the instructor, including prompt responses to e-mail messages.

Effectiveness – This requirement is viewed as distinctly secondary to the dependability requirement. It will not be determined by grades received by students in your sections. It will be measured largely by effort put into teaching and only in small part by the responses to the questionnaire administered to students about one-third of the way through the course. Most TAs receive very good evaluations. If student responses do indicate areas where improvement would be helpful, the TA will not be penalized if, working with the instructor, the TA makes a good-faith effort to improve.

After meeting with the TA to discuss the student feedback on the questionnaires, the instructor will visit the class and make further suggestions if necessary. Where appropriate the instructor will monitor the TAs efforts to improve by talking informally both with the TA and with students.

As a TA you are required to:

- Attend **all** scheduled lectures *
- Attend **all** assigned discussion sections *
- Maintain **at least 1 hour** of regularly scheduled office hours per week
- Maintain regular communication with the instructor, including prompt responses to e-mail messages
- Proctor/monitor any/all exams as required by professor *
- Assist in grading at times as required by professor *
- Hold review sessions as required by professor *
- Attend TA orientation sessions. **Absences MUST be pre-approved by the Professor you are a TA for.**

** You must agree to schedule all other events, such as job interviews or graduate school visitations, so that they do not interfere with your obligations as a teaching assistant. In becoming a teaching assistant, you are taking on an obligation, which must be given priority over all other engagements. This also means that the requirement to grade papers may keep you here at the end of the semester.*