

Undergraduate Grader Policy

The Mathematics Department sometimes hires qualified undergraduate students to assist with grading. This document provides basic policies regarding their responsibilities during long semesters (fall and spring). This document does not apply to grading done by graduate Teaching Assistants; their work is governed by the *Graduate Teaching Assistant Policy* statement. For further information, please contact Colleen Morgan or Ray Heitmann.

Duties

In courses where undergraduate graders are assigned, they **must**:

- Contact the faculty member (or designated TA) at the start of the course to receive instruction.
- Keep (electronic) records of student grades on assignments if so instructed.
- Remain anonymous – a class should never know the identity of its undergraduate grader.

In courses where undergraduate graders are assigned, they **may**:

- Grade homework assignments.
- Grade quizzes based on homework assignments.

Undergraduate graders **may not**:

- Prepare answer keys for homework assignments — either for their own use or distribution.
- Grade midterm or final exams.
- Assign final grades in a course.
- Be asked to work after the last class day of a semester.
- Be asked to hold office hours.

In courses where undergraduate graders are assigned, either the faculty member in charge or a designated TA should:

- Provide adequate supervision and mentoring to ensure accurate and fair grading.
- Provide the undergraduate with instructions (rubrics) for grading, assigning partial credit, etc.
- Provide answer keys for assignments or quizzes to be graded.

Faculty members should be aware that the number of grader hours assigned to a course is often insufficient to grade all homework problems. For example, someone employed for 8 hours per week grading weekly assignments for a class of 120 students has only 4 minutes available per assignment. (For this reason, faculty teaching M408C/D/M are encouraged to use *Quest* instead of a grader.) To ensure accurate grading, it is the faculty member's responsibility to choose a reasonable number of problems

per week to grade. Graders are first and foremost students, so faculty should be realistic about what they expect their graders to accomplish within their allotted work hours.

Distribution of workload

In courses where more than one grader is assigned, it is the faculty member's responsibility to ensure an equitable distribution of work and consistent grading. A common practice to ensure consistency is to have a given homework problem graded by the same person for all students in a course.

Course Allotments

The Department attempts to provide graders for typically sized sections of the following courses. If a course is not listed below, it generally is not assigned a grader. Because grader assignments are subject to budget considerations, grader allotments are not guaranteed. If you believe your course needs extra grader resources, please contact Colleen Morgan or Ray Heitmann.

Faculty should be aware that grader assignments are also subject to the availability of *qualified* students. Particularly for advanced courses, faculty who know of strong undergraduate students from previous semesters who are qualified to grade upcoming classes are asked to provide the names of those students to Colleen Morgan as soon teaching assignments are announced.

ACF 329	8 hours per week
M302	8 hours per week
M408C/D	8 hours per week (when available)
M408K/L	<i>No grader: grading done by Quest.</i>
M408M	8 hours per week (when available)
M408N/S	8 hours per week
M316	8 hours per week
M316K/L	4 hours per week
M325K	8 hours per week
M427K-EH	8 hours per week – Engineering Honors only
M328K	8 hours per week
M333L	8 hours per week

M339D/J/U/V/W	8 hours per week
M340L	8 hours per week (if warranted by class size)
343K/L	4 hours per week
M346	4 hours per week
M349P/R	8 hours per week
M358K	4 hours per week
M361	4 hours per week
M361K	4 hours per week
M362K	8 hours per week
M372K	8 hours per week (unless a TA is assigned)
M378K	8 hours per week