

COURSE MARKER

All 1210 course marker TAs must attend paid TA training on the first Friday of the term regardless of previous experience. An email will be sent a few days in advance to assign a time and room. In addition, some paid online training may be required.

Duties:

- Collect student work according to the schedule and arrangement for pickup agreed-upon with instructor;
- Grade assignments, quizzes and/or exams according to the instructor's marking scheme;
- Record grades as per instruction;
- Return class lists with grades according to the schedule and arrangement for delivery agreed-upon with instructor (i.e, locked mailbox on first floor);
- Return graded work in a timely manner as per instruction;
- Provide feedback to instructor about student answers and problem areas as per instruction;
- Invigilate a midterm and/or final exam or perform another related department activity.

Expectations:

Student Course Markers are expected to:

- be skilled and knowledgeable in the subject areas, and possess competent math and problem-solving skills;
- be punctual, motivated, empathetic and work in an efficient manner;
- handle student grades and answer keys in a confidential manner (copying or taking pictures of answers keys, showing them to students or relaying information contained within them is strictly forbidden);
- report any possible academic dishonesty to the instructor (who will handle any issues).
- adhere to all safety policies set out under the Faculty of Science
- supply your own properly fitting lab coats and safety glasses to wear if work is to be filed in the lab.

Requirements:

- A minimum grade of B- must be attained in the course or permission of instructor must be given.
A full unofficial transcript is required when submitting your application.

Duration and Pay: 36 hours total (undergraduate TA) or 48 hours total (graduate TA)

- Distribution of hours to be agreed upon between student and technician supervisor.
 - A TA must not work more than four prep hours (undergrad) or six prep hours (grad student) in any calendar week unless it was agreed upon via email at least two weeks in advance by both the student and technician and the Chair and Lab Instructor were cc'd on the email.
 - Prep may not be done 30 minutes before lab time or outside of normal business hours.
 - Students may not volunteer additional hours for prep duties.
- Paid according to SMU's Payroll Teaching Assistant/Student Marker/Demonstrator [Schedule](#) for the term hired.