

EEEC390: Teaching Electrical and Computer Engineering Session V - Homework

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Outline

- Discussion of Current Issues
- Homework
 - TA responsibilities
 - Preparation of assignments, solutions, and grading guide
 - Collecting and returning homework
 - Supervision of readers
 - Grading of homework
 - Re-grading homework

TA Responsibilities for Homework

- You may be asked to assist with
 - Preparing the assignments
 - Writing the solutions
 - Preparing a grading guide
 - Entering grades in a data base or on a grade sheet
 - Supervising the reader(s)
 - Collecting and returning the homework

Preparing Homework Assignments

- You may be asked to help generate assignments based on input from the instructor
 - They may be entirely new
 - They may be revisions of existing assignments
- You may be asked to present them on paper or on the web

Preparing Homework Solutions

- It is best if you prepare solutions *before* handing out the assignment - you can find problems before the students do!
- Solutions should be neat and *easy for a student who is struggling to follow*
- It is a good idea to include alternate methods or solutions where possible
- Solutions may be made available at a copy shop or put on the web

Preparing a Grading Guide

- Find out what the instructor wants you to do
 - be sure it is clear to you
- Specify how to grade the problems (be especially clear if the guide is for a reader)
- Don't try to be too precise when it isn't possible. One suggestion:
 - Perfect = 4 points, Minor errors = 3 points, Major errors = 2 points, Attempted = 1 point
- Use “pile processing” to help with judgement calls
- Keep sufficient notes on difficult cases

Collecting and Returning Homework

- May collect in class, discussion section, or in homework box in 2131 Engineering II - box assignment and key available from Anita Morales
- Be sure to label the box and make the deadline clear
- Graded assignments may be returned in class or in a public place *if* the students have signed a consent form (some graded assignments are stolen every year)

Supervising Readers

- You may be asked to supervise the reader(s)
- The task includes:
 - Providing solutions and grading guide
 - Carefully going over the solutions and guide and explaining what to do
 - Delivering the homework assignments or telling the reader when to pick them up
 - Making arrangements for getting the assignments back and recording the scores

Grading Homework

- Only make constructive comments
- Look at more than just the answer unless directed not to
- Watch out for different forms of the answer
- Don't waste time if the work is too sloppy to follow
- Clearly indicate scores
- Note any mistakes that are commonly made and report to instructor

Re-Grading Homework

- Have a clear policy - discuss with the instructor (i.e., I require that requests for re-grading come through me)
- Don't be overly kind - it will generate a lot more re-grades and isn't fair. Be fair, but remember that you can only grade based on what they wrote on the original assignment, not information they provide later
- If complaints persist, have the instructor deal with them