

COURSE MARKER

Duties:

- Collect student work according to the agreed-upon (with Instructor) schedule and arrangement for pick-up;
- Grade assignments and/or quizzes according to the instructor's marking scheme;
- Record grades as per instruction;
- Return class-lists with grades to Instructor according to the agreed-upon (with Instructor) schedule and arrangement for delivery (i.e, locked mailbox) on first floor;
- Return graded work in a timely manner (generally one week) 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:

- Overall minimum grade of B- (or higher) must be attained in both General Chemistry I and II; or permission of the instructor. **A full unofficial transcript is required when submitting your application.**

Duration:

Undergraduate student TAs: 36 hours total

Graduate student TAs: 48 hours total

- Undergraduate TAs: 36 hours total during the semester which includes 3-hour invigilation duty or other department duties*.
- Graduate TAs: 48 hours total which includes 3-hour invigilation duty and/or other department duties* to fulfill the total hours. Grading may include assisting with grading the midterm exam and/or final exam. Hours may include data entry and organization of grades from undergraduate TAs.

* Other department duties may include: in-person lab preparation, cleaning of teaching labs, inventory, other exam/test invigilation, or other related duties.

Pay:

- To be paid as according to SMU's Payroll Teaching Assistant/Student Marker/Demonstrator Schedule for the term hired.