**Inflation targeting Bernanke Laubach Mishkin Posen**

**Responsibility of Teaching Assistant**

There will be four problem sets from one class and two mid-term exams from two classes at your responsibility throughout the semester. All submissions are in forms of blue scantrons.

1. Homework and Exam Grading

* Come to meet with students at the begging of the semester.
* Reply emails from the instructor to confirm the recipient of each problem set and exams.
* Finish Grading the problem sets and exams before the due date.
* Bring the scantrons to scantron office for scanning and obtain a printed version of the full scantron report.
* Well keep the answer sheets to problem sets and exams. Put answer sheets on the top of the graded scantrons after grading.

2. Exam Proctoring

* Print out and prepare exam papers for each section
* Arrive at least 20 minutes before each exam starts
* Bring a calculator
* Ask students to put away study materials and turn off cellphones.
* Distribute the exams with the paper facing down. Ask students don't flip it over until you say "Start", whoever violates this rule will be accused of Academic Cheating.
* Bring an on-line clock onto projector to facilitate students.

3. Grades Entering

* Upon the recipient of homework and exams, exam the back of all scantrons. If students miss bubbling their names, please fill names for them first.
* Be very careful with grades entering, no missing grades, no misalignments. If a student didn't turn in the homework or didn't participate an exam, mark 0 on blackboard as a record instead of leaving it blank.

4. Dealing with Grades Concern from students.

* Students may occasionally want to double check their grades. Teaching assistant has the obligation to check two things (1) whether the student has turned in homework or participate the exam; (2) verify the blackboard record is consistent with the original scantron report.
* Reply students in written form to answer their questions and concerns about their grades. Please keep all conversation with students visible to the course instructor.
* Course instructor is collaborating with the teaching assistant and two would work together to ensure the high quality and efficiency of the teaching service.

**TA Correspondence**

Dear Katherine,

I hope you have been enjoying a wonderful and fulfilling semester so far.

I just put Homework I scantrons in your mailbox with the answer sheet on the top. Please scan them and retain a printed copy of the grading report. Each question accounts for 5 points. Please enter the grades into the blackboard system and return everything to me by Sep 25th. Many Thanks!

May you have a great rest of the week.

Yizhen