Welcome aboard! As you may or may not know, ME310 is the toughest TF in the Department, nay, the College! But you will learn more than anyone else, too, so it pays off.

Lab Access: you are all on file with the AME Office as being ME310 GTF's. As such, you will be assigned a desk in 113a, which adjoins the lab 113. You will be given ID swipe access to 113 and 113a. 113b is the equipment storage room for ME310, and the key is to be kept in the ME office, and checked out by you when you need it. You may check it out over a weekend, just coordinate with the other TF's to ensure everyone can get in when they want to. But don't check it out for weeks, keep it in the ME office most of the time.

I will hand out a description of the experiments you will be running each week before the experiment is to be performed.

I don't require you to come to lectures (you don't have time), and I really only hold you responsible for the uncertainty analysis portion of the lectures, since that is what I require of the students in their labs which require a full uncertainty analysis. Background reading for this is in the Figliola and Beasley text, chapters 4 and 5. What I require is not in the text, but I will go over it with you on the board.

I am attaching (or I have given you) several documents:

"ME310 TF requirements" gives a top-level description of your duties as a TF. The most important thing to note here is to start early -- you MUST run completely thru the experiments on your own before you teach them. (note this document was actually prepared for another purpose, but it is what I usually tell you anyway). It also includes a detailed description of the lab report requirements.

"Farnygradingtemplate2.xcl" is an excel document which allows you to record a point-by-point breakdown of how you allot points when you grade lab reports. This will seem rather formulaic, yet I assure you it will help you achieve consistency in grading, as well as allow you to back up your grade when the students come to challenge you (and they will). You may modify this as you see fit.

"ME310_SPRING09_info sheet" is what I handed out on day 1 of the class, and in particular it documents what I expect of the undergraduate students in the lab reports (this is also in the “requirements document), so you should be thoroughly familiar with that. I have lots of example lab reports (I have a full set in pdf format) and lab notebooks if you'd like to see some.

"Lab schedule SPRING09" is a matrix of labs and dates for each section in order to schedule all groups for all experiments with the best use of available resources.

Other thoughts: you are NOT formally responsible for meeting with students to help them with homework or lecture stuff. You frankly don't have time! I know some of this will occur, but limit yourselves, because the labs (as I outline in the requirements document) are your primary responsibility.

Let me know if you can read the documents.