Engineering 1D04

1. There are 5 marked lab assignments worth 6% each. The assignments are emailed from the instructor to engta@mcmaster.ca . The Course Coordinator makes copies as necessary (enough copies for the number of students in each tutorial). The IAI’s will pick up their copies on the morning on the day of the marked lab. The CC will monitor to ensure that the labs assignment copies are returned. When they are returned, they are filed in the bottom drawer of the brown filing cabinet.
2. The instructor has marking meetings as listed in the Google Calendar. The Course Coordinator creates the list of marking assignments and forwards to the TA’s. See procedures in Procedures Manual.
3. An email ( from engta) is sent out to the TA’s reminding them of the marking meeting, time and location. The Course Coordinator ( from engta) keeps track of TA’s who will not be attending the marking meetings and forwards this info to the IAI’s and the Instructor. The CC also knows (by using the TA tracking sheet) which TA’s owe hours so that additional marking can be given to them.
4. The marking is due one week after the week of the marked lab. The TA’s enter the grades for the marked labs on AVENUE.

asdf

March 2, 2011