

Boston University Metropolitan College

Grader and Teaching Assistant Responsibilities

Course support is available to instructors for courses with enrollments at/above the enrollment capacity or with special course requirements. This support comes in the form of graders and teaching assistants as outlined below. Graders work for several hours per week to assist instructors with the review and grading of assessments. Teaching assistantships are limited opportunities that involve additional engagement in class preparation and learning activities. Graders and teaching assistants are chosen by the instructor, and must be approved by the department chair and then by the Associate Dean for Academic Affairs. Please use the online Grader Request Form to submit your justification for course support and initiate the approval and hiring process.

The Responsibilities of a Grader are follows:

- Grade problem sets and in-class quizzes.
- Maintain accurate records of all grades as directed by instructor.
- Post grades in Blackboard and assist the instructor in grading exams and projects if required.
- The workload is based on the number of students in the class and number of assessments and assignments that needs to be graded, but a grader should generally expect to work 2-3 hours/week per course.

The Qualifications needed to be appointed as a Grader are as follows:

- It is preferred that a grader is a current student who has either already taken the course and received a grade of A or A-, or who has background in the subject area.
- A former student or other non-student may be selected as a grader if a qualified student is not available. University staff members who already work full-time may not work as graders.
- The grader must commit to be available until the end of the final exam period.

The Responsibilities of Teaching Assistant are as follows:

- Hold office hours between lectures to assist students individually, or answer questions.
- Grade problem sets and in-class quizzes.
- Maintain accurate records of all grades in the form specified by the instructor.
- Attend the weekly lectures at the request of the instructor.
- Assist in other preparations for class meetings as required (post assignments on Blackboard, photocopy and distribute hand-outs, prepare PowerPoint slides from lecture notes, proctor exams, assist in grading exams and projects, etc.).
- A teaching assistant should generally expect to work approximately 10 hours/week per course, inclusive of the weekly lecture if required.

The Qualifications needed to be appointed as a Teaching Assistant are as follows:

- It is preferred that a teaching assistant is a current student who has either already taken the course and received a grade of A or A-, or who has background in the subject area.
- A former student or other non-student may be selected as a teaching assistant if a qualified student is not available. University staff members who already work full time may not work as teaching assistants.
- The teaching assistant must be available to attend classes if required by the instructor, which may require adjustment to their own course load.
- The teaching assistant must have the communication skills in English to explain technical concepts to students.
- The teaching assistant must commit to be available until the end of the final exam period.