Dear Phil,

You are going to be grading for 3 sections of Math 112 this semester. All three are project based sections, which means their syllabus and style is a little different than the standard Math 112 course. You can find information about the course at http://www.math.cornell.edu/proj112. We will post the new homework assignments there as well as any other information the students might want or need.

Homeworks will generally be assigned on a Monday and collected the following Monday. This will change a bit near the prelims. You should grade them as soon as possible. Sometimes I’ve had someone who was able to do it during the week, while other times the grader preferred to do it over the weekend. Either is fine, though it seems reasonable to be able to give the assignments back to the students one week after it is turned in. If this turns out to be a problem, let us know and we can arrange something else.

After the homeworks are collected on Monday (class at 9:05, 12:20, and 1:25), we’ll put the three envelopes in your mailbox in the math copy room. You can pick them up any time during the business day when the department is open. You should probably return graded homework to the same place and we’ll pick them up from there. If returning section 2 before Monday at 8:30 (so I have time to record grades) is a problem, we can arrange some other way for you to drop off the homework.

The students are only responsible for the starred problems. Some may also turn in the non-starred ones, but you should not grade these. We all favor a scheme where you grade each problem out of 5 points, but you can use whatever scheme seems reasonable to you. Also, you can either assign a number of points to their solution or deduct a number of points for wrong parts. I recommend doing each problem first to figure out what the important pieces to look for are. You can use the solutions manual, but be careful. It is not always correct or the answer may look different due to using different methods.

When you are grading, you should write things on the paper other than just a point value. This could be as simple as circling the place where the error is or as complicated as writing a few words of explanation or a correct answer. Please read the whole problem, not just check for the right answer. You’ve been on the other side of the page before, so think about what kinds of comments would have been helpful to you. I tend to like to write a lot, but you should also be careful to only take as much time as they are paying you for. If it turns out you are consistently taking more time, talk to us and we can either make suggestions for how to take less time or decrease the number of starred problems.

When you are done grading, you should add up the points and write the total at the top on the first page. We will record these grades, so you do not need to keep track of them.

Before exams, we will ask you if it is possible to get the homework graded earlier. The schedule of exams is on the webpage.

If you have any questions or problems, please contact us.

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