

Efficiency and effectiveness

Do things that scale

Automate routine work

Keep future in mind = keep notes, develop teaching portfolio

Not every question needs an answer

You have right and responsibility to enforce course rules

Take good care of yourself, keep balance between two roles (educating yourself and helping educate others)

Consistent grading

Grade a few works in pencil before starting “real” grading

When stuck, move on and revisit

Grade in one sitting, consistency is the key, be prepared to defend your decisions, don't sweat 1%, in doubt consult instructor.

Helpful feedback

Help students learn instead of penalizing them

Correct and deduct points for all incorrections but give written feedback for top-3 issues

Avoid deducting points without explanation

Criticise work, not the person, avoid “you”

Give positive feedback

Own your work and be a colleague

Propose your solutions to problems (instead of asking for solutions)

Arrange for absence

Communicate frequently with your course instructor and advisor, keep them informed

Conflict/bullying - involve instructor

Ideas, initiatives, connections, projects - bring them up

As a Tulane employee,

Protect students' personal info, including grades (FERPA)

Students' work belongs to them

Avoid close personal relationships with people you grade, tutoring for pay, accepting gifts

Watch for Honor Code violations, report violations to course instructor

Watch for students in distress, report students in trouble to course instructor

Keep cool :)