

MASSACHUSETTS INSTITUTE OF TECHNOLOGY
Department of Electrical Engineering and Computer Science

6.003: Signals and Systems — Fall 2005

TA AND GRADER INFORMATION
Friday, September 9, 2005

Summary of Expectations

Each section will have one grader who can work up to 8 hours (subject to change based on the registration) per week grading all of the problem sets for that section. For each assignment, the head grader will send an email announcing which graders will grade which sections. The graders are expected to return the graded problem sets by the day before the problems set are to be returned to the students, which is indicated in Table 4. TAs should return the problem sets to students in their recitation sections, one week after they have been submitted.

Full Staff

Role	Name	Email
Lecturer	Prof. Qing Hu	qhu
Course Secretary	Catherine M. Bourgeois	cmbourg
Course Director	Stephen M. Hou	shou
Webmaster	Kushan K. Surana	kushan
Head Grader	Tara N. Sainath	tsainath

Table 1: Administration staff list

Sec #	Instr	Instr Email	TA	TA Email
1, 2	Prof. Joel Voldman	voldman	Saikat Guha	saikat
3, 4	Dr. Karen Livescu	klivescu	Kevin P. Boyle	kboyle
5	Prof. Russ Tedrake	russt	Kushan K. Surana	kushan
6	Stephen M. Hou	shou	Chun-Chieh Lin	ragnarok

Table 2: Recitation Instructor and TA staff list

Grader	Grader Email
Anna A. Dreyer	adreyer
Bo S. Kim	kaede11
Vinith Misra	vinith
Christopher E. Perez	zerep06
Tara N. Sainath	tsainath
Yong-Yi Zhu	yongyi

Table 3: Grader staff list

Email and Webpage

The course webpage is at <http://web.mit.edu/6.003/www>, and the following email lists have been created for your use:

`6.003-ta@mit.edu`: TAs of 6.003.

`6.003-instr@mit.edu`: Instructors (lecture and recitation) of 6.003.

`6.003-staff@mit.edu`: Instructors and TAs of 6.003.

`6.003-grader@mit.edu`: Graders of 6.003.

General Grading Information

Problem sets will be available to students on the course web page on Thursdays for the first five problem sets and on Tuesdays for the rest. Students need to turn in their problem sets in recitation unless a prior arrangement is made between a student and her/his TA. We will not accept late homework, unless a student has a reasonable excuse and has made prior arrangements with his/her TA, or if it has been submitted in accordance to our extension policy (see General Information handout for details). Solutions to the problem sets will generally be available on the course web site one or two days after the assignment's due date. However, TAs will include the solutions in the papers they give to the graders on the evening of due dates. Table 4 shows the dates surrounding each problem set including when they are collected and when they are to be returned.

Problem Set	Date Issued	Date Due from Students	Date Returned to Students
1	R 9/08	F 9/16	F 9/23
2	R 9/15	F 9/23	F 9/30
3	R 9/22	F 9/30	F 10/07
4	R 9/29	F 10/07	F 10/14
5	R 10/06	W 10/26	W 11/02
6	T 10/25	W 11/02	W 11/09
7	T 11/01	W 11/09	W 11/16
8	T 11/08	W 11/23	W 11/30
9	T 11/22	W 11/30	W 12/07
10	T 11/29	W 12/07	W 12/14
11	T 12/06	Not graded	—

Table 4: Problem Set Dates

Time Cards

In order to get paid, the graders need to have their time cards signed by a TA. Graders can put his time card in the returning envelope with graded problem sets. Graders should set up their time cards with Patsy Sampson (patsys@mit.edu) in EECS headquarters. Please see Patsy to learn the procedure for turning in (signed) timecards. 6.003 has been allocated a total of around 50 hours per week to be distributed among all the graders.

Procedure for Exchanging Problem Sets

The following is the procedure for exchanging problem sets between students, TAs and graders.

1. The head grader sends out an email a day or two before a problem set is due to all the TAs and graders assigning a grader to a section.
2. Students turn in their problem sets by the end of the recitations in which homework is due.
3. Each TA places each of his/her section's problem sets into envelopes labelled with the section's number **along with paper copies of the problem set and its solutions as well as the graders' signed timecard** from the previous week. The TA also **writes on the envelope the number of problem sets it contains**.
4. TAs give the envelopes to the person at the front desk outside 38-500 by **4:15pm** of the due date.. The problem sets will be kept behind the desk in a basket labeled, *Problem Sets To Be Graded*.
5. Graders pick up the envelopes after 4:15pm. If for some reason the envelopes are not there, please contact the relevant TA.
6. Each grader grades all the problem sets in his envelope. This can be done any time anywhere (dorm room, lab, in solitude, in groups).
7. Each grader alphabetizes the problem sets in his/her section by surname.
8. Each grader records the grades of his/her problem sets in some private file somewhere (paper or electronic) and sends email reports to the staff.
9. The graders should return the graded problem sets by **4:15pm on the day before they are to be returned** to the students as indicated in Table 4. This will give the TAs time to record the grades and go over the graded problem sets. When a grader finishes grading the problem sets, please return them, **along with his/her filled in, unsigned time card** for that week, to the employee at the front desk who will then place the problem sets in a basket labeled *Graded Problem Sets*, and the TAs will be able to pick up the graded problem sets for their sections. Be sure that the problem sets are **arranged in alphabetical order by surname**.
10. TAs pick up the envelopes and **check that the correct number of problem sets are inside**. TAs sign the time cards and turn them into Patsy Sampson's office (38-409G).
11. TAs return the graded problem sets to students in recitation.