

## **Policy for Returning Homework, Lab Books, and Exams**

1. Remember that it is very important to keep the homework, lab books, and exams of the students confidential. If there are paper documents, you should return these items directly to the students so that they will be the only ones to see their grades or scores and so that the papers will not be lost. It is not appropriate for you to give homework, lab books, or exams to friends of students in the class you teach.
2. Please keep the homework, lab books, and exams locked in a desk or locker until they can be returned to the students.
3. Please meet with the faculty member for whom you teach to work out a procedure for returning homework that will best meet the needs of the students in a particular class. For instance, the homework, lab books, and exams could be distributed at the beginning or end of a class or during your office hours. After you and the instructor reach an agreement on how the papers will be returned, please be sure that all of the students know the details of the process.
4. Please inform the students of the times for which you are available for office hours and where you will hold the office hours.

Thank you for your help in this very important task. If you have any questions, please talk to the instructor of the course.