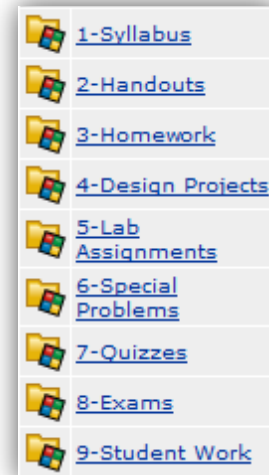


December 3, 2012

TO: Head course TA in each undergraduate course
FROM: ABET committee
SUBJECT: Mandatory ABET materials for all undergraduate classes

Part of your responsibility as TA is to collect electronic copies (scans) of student work, as well as other class materials such as the syllabus. All collected materials must be submitted to the primary course instructor as a zip file or CD by the end of the course. Below is a list of what you must submit (*please use the same folder name and number scheme; i.e., make sure your folder names include the numeral as shown*):

1. **Syllabus**
2. **Handouts**
3. **Homework Assignments (if separate from the syllabus)**
 - o Example: this might be a list of questions selected from the course textbook.
 - o Example: this might be problem statements for homework problems not taken from the book
4. **Design Projects/Problems (if applicable)**
5. **Laboratory Assignments (if applicable)**
6. **Special Problems (if applicable)**
7. **Quizzes**
8. **Exams**
9. **Student Work**
 - Include THREE examples of each exam at three levels of student performance:
 - **Exams (good/average/poor, each graded)**
 - Include ONE scanned example of the following.
 - **Each homework assignment (graded)**
 - **Each special problem (graded)**
 - **Each design project/problem (graded)**
 - **Each laboratory assignment (graded)**
 - **Each quiz (graded)**



Folders 3 through 8 should contain problem statements only. Scanned student work from all of these categories should go exclusively into folder #9. Thank you in advance for handling this TA responsibility in a timely manner.