

# Marshall University Syllabus

Course Title/Number	<b>MTH 589: Graduate Mathematics Seminar</b>
Semester/Year	Fall 2015
Meeting Day/Time	Monday 4:00pm – 5:00pm
Location	Smith Hall 509
Instructor	Carl Mummert
Office	Morrow Library 110
Office Phone	304 696-6156
Email	mummertc@marshall.edu
Office Hours	I have an open door policy – you are welcome to stop by my office any time. My scheduled office hours are: Monday and Wednesday 1:00-2:00pm in ML 110; Tuesday 3:30-5:00pm in ML 110; Monday and Wednesday 3:00-4:00 in SM 115.
University Policies	By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to <a href="http://www.marshall.edu/academic-affairs">www.marshall.edu/academic-affairs</a> and clicking on “Marshall University Policies.” Or, you can access the policies directly by going to <a href="http://www.marshall.edu/academic-affairs/policies">http://www.marshall.edu/academic-affairs/policies</a> . <i>Policies:</i> Academic Dishonesty / Excused Absence Policy for Undergraduates / Computing Services Acceptable Use / Inclement Weather / Students with Disabilities / Academic Dismissal/ Academic Probation and Suspension / Academic Rights and Responsibilities of Students / Affirmative Action / Sexual Harassment.

## About the course

Math 589 is the “Graduate Mathematics Seminar”. The goal of the course is to include topics that are not included in mathematics content courses but are still very important to graduate students, such as teaching, conducting research, and applying to graduate programs and jobs. I have revised the course over time to focus on a variety of these topics, emphasizing different topics each semester.

In Fall 2015, there are some big changes in the math department. The new Math 100 and Math 102 courses will use a very different style of teaching for most GAs. Math 589 will help support you with teaching these courses, and there will be many opportunities for you to give feedback about how the courses are going. It will be a learning experience for the department as well.

I am available any time to listen, answer questions, or give advice. My office door is always open.

– Carl Mummert, August 23, 2015

## Course Catalog Description

A seminar on topics relevant to graduate students in mathematics, including college-level teaching, conducting research, professional ethics, and mathematics careers. This course does not satisfy any degree requirements, but is required for mathematics graduate assistants. CR/NC; 1 credit hour.

## MU Online

It is important to visit MU Online regularly for up-to-date information about the course. It hosts all the course materials including announcements, handouts, assignments, and reading materials.

## Student Learning Outcomes

The table below shows how each student learning outcome will be practiced and assessed in the course.

Objective	How objective will be practiced and assessed
Students will produce written reflections on their experience in graduate school and, as applicable, experiences with college-level teaching and mathematics research.	Class discussion, Low-stakes writing, Seminar reflection assignment
Students will produce documents using LaTeX publishing software.	Class presentation, Personal statement
Students will examine case studies related to teaching, research, and ethics; produce written summaries of their opinions; and discuss these opinions with the class.	Class discussion, Low-stakes writing
Students will observe a freshman-level class and produce a written reflection.	Class observation assignment

## Grading Policy

The course is graded on a CR/NC system (credit or no credit). *To receive credit, you must complete all required activities assigned during the semester.* These include class attendance, seminar attendance, and the assignments described below.

## Attendance Policy

Attendance at all class sections is expected, with the same general standards as absences at a place of employment. If you cannot be present at a class, please email me to let me know.

Attendance will be taken at the start of class. Only university excused absences will be accepted.

## Assignments

The following assignments are due during Fall 2015. All assignments that you submit will be uploaded on MU Online. I will provide full details on MU Online.

- **Personal statement or cover letter.** You will prepare a personal statement or cover letter, which can be used as a starting point for future academic and job applications. Due date: October 19, 2015.
- **Class observation.** You will observe a freshman-level class taught by another instructor, and then write a short reflection on it. The course can be Math 121, Math 127, Math 130, or Math 160. Due date: November 9, 2015.
- **Research seminars.** The department will host several research seminars during the semester (see below). You are required to attend these as part of Math 589.
- **Class attendance.** Attendance at the weekly Math 589 class meetings is required.

## Due dates

Each assignment will have an associated due date which is visible on MU Online. I will announce these dates in class near the beginning of the semester.

I will send one email after the due date of each assignment to remind all students who have not submitted it. There will be a one week (168 hour) grace period from the original due date (n.b. *not* from the date of the email). The assignment must be submitted by the end of the grace period.

## Policy for Students with Disabilities

Marshall University is committed to equal opportunity in education for all students, including those with physical, learning and psychological disabilities. University policy states that it is the responsibility of students with disabilities to contact the Office of Disabled Student Services (DSS) in Prichard Hall 117, phone 304-696-2271, to provide documentation of their disability. Following this, the DSS Coordinator will send a letter to each of the student's instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing and grading. The instructor and student will meet to discuss how the accommodation(s) requested will be provided. For more information, please visit <http://www.marshall.edu/disabled> or contact Disabled Student Services Office at Prichard Hall 117, phone 304-696-2271.

## Audio/visual recording policy

Because we may discuss confidential or private topics, audio/visual recording is not permitted in Math 589, unless specifically authorized by an office such as the Office of Disability services.

## Course schedule

An updated schedule of the topics to be discussed each class session will be posted on MU Online. The class meeting that is missed due to Labor Day will be rescheduled later in the week. Additional events, particularly research seminars, may be announced during the semester.

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August 20	Graduate Student Orientation (Thursday)
August 24	Getting started
August 31	Teaching and tutoring
September 7	Labor day holiday – class will meet later in the week.
September 14	Applying to PhD programs.
September 21	<b>Career services presentation</b> (tentative)
September 28	<b>ARI colloquium</b>
October 5	LaTeX. Writing personal statements
October 12	Study skills / semester check-up
October 19	Writing a thesis
October 26	Working with exceptional students
November 2	Plan of study.
November 9	Professional ethics. Case study.
November 16	Teaching with technology.
November 23	Thanksgiving
November 30	End of semester checklist.

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## Departmental seminars

Attendance at at least five of the following departmental seminars is required. If you are unable to attend, you must contact me well in advance so that we can arrange a substitute assignment.

- Wednesday, September 2, 4:00pm
- Wednesday, September 16, 4:00pm
- Monday, September 28, 4:00pm
- Tuesday, September 29, 4:00pm
- Wednesday, October 21, 4:00pm
- Wednesday, November 4, 4:00pm

After each seminar, you will need to fill out a brief seminar reflection form on MU Online.

Last updated: September 1, 2015