Marshall University Syllabus

Course Title/Number	**MTH 589: Graduate Mathematics Seminar CRN 3208**
Semester/Year	Fall 2017
Meeting Day/Time	Monday 4:00pm – 4:50pm
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 this semester are: • Monday and Wednesday 10:00–11:30am • Tuesday and Thursday 10:00–11:30am
University Policies	By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy be going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/policies. *Policies:* 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 revise the course each semester to focus on topics that I think will be relevant to the times.

This semester, more of our GAs are teaching as primary instructors, and I expect this trend to continue for the next few semesters. Therefore, I am going to make sure to include several class days on various aspects of teaching. I will also talk about mathematical research and about what an academic job is like.

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

– Carl Mummert, August 19, 2017

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 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 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 in this document.

Attendance Policy

Attendance at all class meetings 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. I will require additional make-up activities, such as reading and summarizing papers on topics related to the class, to compensate for unexcused absences.

Assignments

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

- **Personal statement** 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 16, 2017.
- **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 any "lecture" day of Math 121, Math 127, Math 130, or Math 160. The course cannot be taught by a graduate student. Due date: November 6, 2017.
- **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. Due date: throughout the semester.
- **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 making all programs, services, and activities fully accessible to students with disabilities. The purpose of the Office of Disability Services Program is to provide the educational and physical accessibility support necessary for students to achieve their academic goals and to promote as much independence as possible on the part of the students with disabilities. For additional information, please see http://www.marshall.edu/academic-affairs/policies/#Disability.

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

The following schedule is subject to change. An updated schedule of the topics to be discussed each class session will be posted on MU Online.

August 17	GA Orientation
August 21	First day. Planning lessons
August 28	Writing and grading exams
September 4	**Labor day holiday**
September 11	Course coordination day
September 18	Mathematical research and publishing
September 25	Writing a personal statement
October 2	Course coordination day
October 9	Academic jobs. Structure of the university
October 16	Active learning techniques
October 23	FERPA. Handling difficult situations
October 30	ARI Colloquium (tentative)
November 6	Course coordination day
November 13	Giving a mathematical talk
November 20	**Thanksgiving break**
November 27	To be determined
December 4	Course coordination day
December 11–15	**Final exam week**
December 16	**Graduation**

Important dates

- Monday, September 4 – Labor day holiday
- Friday, September 15 – Deadline to apply for graduation
- Monday, November 20 to Saturday, November 25 – Thanksgiving break
- Friday, December 1 – Last day to take oral comprehensive exam
- Friday, December 8 – Last day of class
- Saturday, December 9 – Math 127/130 common exam
- Wednesday, December 13 – Math 127 common exam grading
- Saturday, December 16 – Graduation

Departmental seminars

Attendance at 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. I will announce the seminar dates as soon as I can.

There will also be an ARI seminar with two talks, yet to be scheduled. After each seminar, you will need to fill out a short seminar reflection form on MU Online. You may miss or skip one seminar or ARI talk; you need to attend the remaining ones.
There may also be other seminars or job talks, but the ones you need to attend are the departmental seminars and the ARI talks.

<div align="right">Last updated: August 21, 2017</div>