

# Marshall University Syllabus

Course Title/Number	<b>MTH 589: Graduate Mathematics Seminar</b>
Semester/Year	Spring 2018
Meeting Day/Time	Tuesday 4:00pm – 4:50pm
Location	Smith Hall 509
Instructor	Carl Mummert
Office	Smith Hall 717
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 8:30am–10:30am
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 revise the course each semester to focus on topics that I think will be relevant to the times.

This semester, fewer GAs are primary instructors, but we will be opening our new tutoring lab in SH 625. I am going to spend some additional class time on tutoring and on some focused presentations for the tutoring lab.

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

– Carl Mummert, January 6, 2018

## 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 prepare a short recitation presentation and deliver it to an audience in the tutoring lab.	Class discussion, lesson plan, presentation
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.

- **Presentation** I will assign each student a short presentation topic for the tutoring lab. You will first write a lesson plan for the presentation, which we will discuss in class. Then you will deliver the presentation one afternoon at 5pm in the tutoring lab. We will be advertising these presentations our undergraduate mathematics students. Due date: assigned individually.
- **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: April , 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 equal opportunity 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 Disability Services (ODS) in Prichard Hall 117 (304.696.2467) to provide documentation of their disability. Following this, the ODS 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 experience, outside assignment, testing, and grading. The instructor and student will meet to discuss how the accommodation(s) requested will be provided. For more information, access the website for the Office of Disabled Student Services:

<http://www.marshall.edu/disabled>.

## 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**

A schedule of the topics to be discussed each class session will be posted on MU Online.

## **Important dates**

- Monday, January 15 – Martin Luther King, Jr. holiday
- Friday, February 2 – Deadline to apply for graduation
- Monday, March 19 to Saturday, November 24 – Spring break
- Friday, April 20 – Last day to take oral comprehensive exam
- Friday, April 27 – Last day of class
- Saturday, April 28 – Math 127/130 common exam
- Wednesday, May 2 – Math 127 common exam grading
- Saturday, May 5 – 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.

Last updated: January 6, 2018