

Marshall University Syllabus

Course Title/Number	MTH 589: Graduate Mathematics Seminar
Semester/Year	Spring 2017
Meeting Day/Time	Monday 4:00pm – 4:50pm
Location	Smith Hall 518
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 9:00–10:45am • Tuesday and Thursday 2:00–3:15pm
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 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 . <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 Spring 2017, I am going to tweak the format a little. There will be several days dedicated to course coordination. I will talk about lesson planning and other teaching-related topics on several days. We will still talk about non-teaching topics as well; the schedule is posted on MU Online.

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

– Carl Mummert, January 9, 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 produce documents using LaTeX publishing software.	LaTeX document
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.

- **Lesson plan.** You will be assigned a topic for which to develop a one-hour lesson plan. Due date: February 24, 2017.
- **LaTeX document.** After the LaTeX tutorial, I will assign a document for you to produce in LaTeX. Additional details will be provided. Due date: March 10, 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: March 31, 2016.
- **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 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

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.

January 9	Beginning of semester discussion.
January 16	MLK Holiday (No class)
January 23	Lesson planning
February 6	Class coordination day
February 13	Tutoring
February 20	LaTeX intro
February 27	Non-academic career options
March 6	Course coordination day
March 13	ARI Colloquium (tentative)
March 20	Spring Break
March 27	Case studies
April 3	Course coordination day
April 10	Structure of the university
April 17	Common exam info
April 24	End of semester wrap-up
May 7	Graduation

Important dates

- Monday, January 16 – Martin Luther King, Jr. holiday
- Friday, February 3 – Deadline to apply for graduation
- Monday March 20 to Saturday March 25 – Spring break
- Friday, April 21 – Last day to take oral comprehensive exam
- Friday, April 28 – Last day of class
- Saturday, April 29 – Math 127 common exam
- Wednesday, May 3 – Math 127 common exam grading
- Saturday, May 6 – Graduation

Departmental seminars

Attendance at at least four 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, January 18, 4:00pm
- Wednesday, February 15, 4:00pm
- Wednesday, March 15, 4:00pm
- Wednesday, April 19, 4:00pm

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.

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 9, 2017