Marshall University Syllabus

Course Title/Number	MTH 589: Graduate Mathematics Seminar
Semester/Year	Spring 2015
Meeting Day/Time	Monday 4:00pm – 5:00pm
Location	Smith Hall 509
Instructor	Carl Mummert
Office	Smith Hall 742E
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, Wednesday, and Friday from 9:00am to 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 have revised the course over time to focus on a variety of these topics, emphasizing different topics each semester.

In Spring 2015, I have several particular topics in mind: study skills; the anatomy of a mathematics paper; applying to PhD programs; applying to non-academic jobs. A full calendar will be 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 7, 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.

Class schedule

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

The first two class meetings will not be on Monday, but will be rescheduled later in the week.

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, Seminar reflection assignment
Students will produce documents using LaTeX publishing software.	Class presentation, Vita 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, Case study assignment
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 and the assignments described below.

Assignments

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

- **Course observation.** You will observe a freshman-level class taught by another instructor, and then write a short reflection on it.
- **Case studies.** There will be two case studies on MU Online. You will read them and write responses on MU Online.
- **Vita or Resume.** You will prepare a curriculum vitae or resume, which could be used to apply to other graduate programs or for jobs.
- **Research seminars**. The department will host several research seminars during the semester. You are required to attend *two* of these Math 589.
- **Class attendance.** Attendance in 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 at the beginning of the semester.

I will send one email after the due date 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.

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.

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.

Last updated: January 7, 2015