GTA Information

Department of Mathematics
University of Louisville

Fall 2013

TEACHING

MATH 693 is a requirement

If you are a graduate teaching assistant and have not taken MATH 693, Advanced Seminar in Mathematics Teaching, then you must do so at your first opportunity. If this is your first semester as a GTA, then you must take it this Fall semester. MATH 693 is required by the Graduate School in order to satisfy rules mandated by SACS, the organization that accredits the university's programs. They also require 18 graduate credit hours in mathematics before a GTA can have sole responsibility for a class. That's why beginning GTAs teach recitation courses for large lectures.

Meet with your lecturer

Make sure you meet with the lecturer of the course for which you are teaching a recitation, or the course coordinator, if you have sole responsibility for a class. He or she will fill you in on their expectations for the course and tell you what you are expected to do during the recitation. If you are responsible for your own course, the course coordinator will give you information about course contents.

Instructional responsibilities

• It is a College requirement that every student be given a syllabus during the first week of classes and the syllabus should be posted on Blackboard following the Provost guidelines (see Blackboard for more details). If you are teaching a recitation section for a large lecture course, or a lab, be sure to check with the lecturer to find out about syllabus requirements. If you are responsible for your own course, you must get information from the course coordinator concerning the content of the course. You should prepare a syllabus listing your expectations for the course, assignments, office hours, evaluation methods, necessary preparation and how the final grade will be determined. A copy of this syllabus must be given to Gabrielle Ferris, in the Mathematics Department office. Follow this syllabus during the semester.

• Get a desk copy of the text for the course you are teaching. Gabrielle Ferris (Room 328) in the Mathematics Department office can help you with this.

• Meet your classes as scheduled. In the case of anticipated absences, it is your responsibility to arrange a suitable substitute and to obtain prior

permission from the Chairman of the Department. Absence due to unanticipated emergencies is sometimes unavoidable. Such cases should be reported to the Chairman and your course coordinator or instructor of the large lecture as soon as possible.

• It is important that assignments be graded and returned within a reasonable period of time. Most of the time, assignments should be graded and returned by the next class period.

• Office hours are very important. You must have at least one regularly scheduled office hour for each hour of classroom time. Special appointments should be made for students who cannot meet you during your office hours because of schedule conflicts.

• It is a College requirement that standard student evaluations be given every semester in every course. These are usually now administered online. Instructions for administering the evaluations will be distributed later in the semester. Follow those instructions. Encourage students to complete the evaluations. In addition to those written evaluations, your teaching may also be evaluated by someone attending some of your classes during the semester.

• The Department and the College set the schedule for final exams. You must follow this schedule.

• It is against privacy regulations to post grades in such a way that individual students can be identified by other people, and it is also forbidden to give grades over the phone. Final grades are available to students over the telephone and on the Web within a few hours after the grades are submitted, so students don't have to be told their grade earlier.

• At the end of each semester final course grades need to be entered via the web on Ulink; this needs to be done within 48 hours of the final exam. Make sure to print out a copy of your grade roster and give it to Gabrielle Ferris.

Incompletes

It is not uncommon near the end of a semester for students to request an incomplete grade. An incomplete grade allows a student to defer completion of the work in a course into the next semester. In order for an incomplete grade to be granted, three conditions must be met: (1) the majority of the work was

completed by the time the incomplete is requested; (2) the work completed during the semester must be enough to ensure a passing grade; and (3) the reason for not completing the work within the semester is beyond the student's control. If you are teaching a recitation section, all requests for incomplete grades must be handled by the lecturer. If you have responsibility for your own course, you must check with the course coordinator before assigning an incomplete grade.

Adding students to closed sections

At the beginning of a semester you will often get frantic requests from students to be added to the class you are teaching after it is filled to capacity. You cannot honor these requests. The only way a student can be added to a closed section is by permission of the Assistant Chair (Professor Powers) of the Department.

Additional help for students

Help for the General Education Mathematics courses (lower level) is available through the REACH Program, which is located in Strickler Hall, Room 226. Look for announcements about supplemental instruction early in the semester.

GENERAL INFORMATION

Payroll, tax and other money concerns

Shelly Schroll, our Unit Business Manager, is the person to see about any questions regarding paychecks, graduate student health insurance, tuition remission, etc.

Items from the Office

If you haven't done so already, make sure you go to the departmental office to get office keys, texts for the courses you'll be teaching, desk assignment, mailbox, teaching supplies, and information about using the copiers. Gabrielle Ferris can help you get all these items.

Use your official University of Louisville e-mail address(es)

Every graduate student at UofL receives a university e-mail address for all "official University business." There are two emails assigned, a Card Mail account and an Exchange account. Be sure to check both accounts for email, though for simplicity's sake, you probably only want to give one as your contact. At least one of your official email address(es) should be included on your syllabus so your students can contact you. We use e-mail as the main method of communicating. The Mathematics Department also has a server (erdos.math.louisville.edu) that is used for Departmental notices. In particular, the Department maintains a mailing list called GradList (gradist@erdos.math.louisville.edu) to send announcements to all graduate students. Any graduate student or faculty member may post messages to GradList by sending e-mail to the list address. Tell Professor Gill (ryan.gill@louisville.edu) your address by sending him an e-mail note. Joel Evans, our Tier I, can help you if you need to "point" your GroupWise email to another email address.

Items from elsewhere

• The American Mathematical Society and the Mathematical Association of America offer free or very inexpensive membership to mathematics graduate students.

• The Department has an on-going series of colloquia in mathematics. These colloquia are given by invited speakers from all over, and are supposed to be presented at a level that can be understood by a non-specialist. Graduate students are encouraged to attend. Talks are usually at 3:00 on Fridays with refreshments served.

• The Department has an active series of seminars in different areas, watch for announcements in the beginning of the semester for day/time/room.

Miscellaneous

Mailboxes/Mail: The Mathematics main office is located in NS 328. Upon arrival you will be assigned a mailbox, which is located in the main office. Please check

your box daily for information related to the department as well as the courses you teach. You may also send pre-stamped U.S. mail from this office (unstamped mail will be returned). U.S. mail received should only be department related. You may have students drop off assignments to your mailbox, but please inform them that the office is only open between 8:00 am and 5:00 pm. There is a "pick-up" box that you can leave materials for students to pick-up.

Fax Machine: There is a FAX machine available in the main office for business related faxes. The fax number is 502/852-7132. Incoming faxes will be placed in your mailbox. If you have a long distance fax, you will need to contact Shelly Schroll for an access #.

Paychecks: All university paychecks must be direct deposited into a checking or savings account. You can work directly with Shelly Schroll on setting this up with Payroll. Payday is the 30th of each month, unless it falls on a weekend, and then it will be the Friday before, of course February and holidays are the exception. You may view your paycheck online by visiting ULink, click on Faculty/Staff Services and select "view paycheck." You must know your employee/student id# in order to access this. If you don't have this number, Shelly Schroll can help.

Photocopying & Supplies: The main copier is located in NS 249. This copier is to be used for Departmental material only. Use resources sparingly please. Gabrielle Ferris will provide you with a code to enter. Each code has a copy limit, so please don't share you code with anyone else. You are responsible for copying your class materials. Please remember to lock the copy room door after 5 pm and on weekends. If you run into any difficulties using the machine, contact Gabrielle Ferris at the front desk and he will assist you. If you need any supply items, check with Gabrielle Ferris and he will get them for you.

Refrigerator & Microwave: There is a refrigerator and microwave located in the GTA Office NS 321 and in NS 243. You are welcome to use either. You are expected to help keep these areas clean!

Textbooks: Textbooks used to teach for the Mathematics Department can be obtained from Lisa Norman. After you receive your teaching assignments, you can pick up your books in 328b. These books need to be returned at the end of the term.

Keys: You will be issued keys for the office, your desk and the outside door (which is supposed to be locked on week-ends). Please see Lisa Norman or Gabrielle Ferris for these. Because they are University property, you need to make sure you return all keys before leaving the University.

Computer Lab: The department maintains a PC computer lab in NS 212. The lab is used for our Mathematics classes that require computers. A code is required for access during normal office hours. The lab may be used as long as a class isn't in there.

Graduate Student Computer Lab: Graduate Student Computer Lab is located in NS 212D. You need an access code to enter the lab. You can get an access code from Gabrielle Ferris.

Coffee: Every semester in the main office there will be a notice placed about a Kitchen Club. If you desire to use the department coffee, filtered water, plates, napkins, forks, spoons, etc. you will need to join this club. There is a semester based fee ($8 currently). Please see Gabrielle Ferris about joining.

Who does what?

I left my keys at home... see Gabrielle Ferris

The copier is jammed... see Gabrielle Ferris

The lights in my room are out ... see Gabrielle Ferris

There are no markers ... see Gabrielle Ferris

My paycheck is wrong/I didn't get a paycheck (yikes!)... see Shelly Schroll

My tuition/health insurance hasn't been paid-- The Bursar is going to drop me from my courses… see Shelly Schroll

I need a textbook... see Gabrielle Ferris

I can't get registered... see Dr. Gill

Complaints from students... see Dr. Powers

Problem with student in your class… see Course Director

For graduate course advising… see Dr. Gill

The printer is jammed … see Joel (cell 442-9523)

I'm sick and can't teach my class today… call the faculty member in charge of the course. Call Gabrielle Ferris at (852-6826) if you need a notice posted in classroom (after you've contacted your supervising faculty member). Try to find another GTA to take your class. Inform the Chair.

A student brought me a "drop/add" form… send them to Dr. Powers

In summary:

Gabrielle Ferris is the office clerk and handles most messages and walk in traffic. She is the most likely to encounter students looking for your mailbox, or for you! She handles most "housekeeping" requests and complaints. She maintains the supplies, copier and handles textbooks and mailboxes.

Lisa Norman is the administrative assistant, and handles recitation assignments.

Shelly Schroll is the unit business manager and handles your "getting started" in conjunction with Dr. Gill, the registrar, graduate school, and etc. She handles payroll and other business details. Shelly Schroll has forms for independent study courses and can register you for candidacy and thesis hours.

Joel is the Department Tier I. He handles all problems related to the computer labs and printers. He can usually be reached on his cell phone at 442-9523.

Mathematics Department

Staff

Shelly Schroll   Unit Business Manager
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Joel Evans   Programmer Analyst II
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Lisa Norman   Administrative Assistant
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Gabrielle Ferris   Program Assistant
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Faculty

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Jobson, Adam   NS 239   852-5808
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Graduate Students 2013-14 (GTA, GRA, and Fellows)

<u>GTA</u>	<u>Peer mentors</u>
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Bjurstrom, Katey	
Fahringer, Charles	
Gipson, Ryan	
Hapuarachchi, Sujeewa	
Hawthorn, Matthew	
Högnäs, Ulf	
Hoots, Lucas	
Hunt, Heather	
Li, Heng	
Luke, "Ryan" (Michael)	
Ma, Qinqin	
Meng, Quancheng	
Money, Chad	
Otto, Garrett	
Paniagua, Carlos	
Perkins, Allison	
Pervenecki, Timothy	
Saracusa, Emily	
Schulz-King, Sarah	
Shang, Jin	
Skees, Steven	
Suer, Charlie	
Trainor, Patrick	
Vates, Jeremy	
Wang, Minghu	