

Instructor Jill Faudree

Office Chapman 306B

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Course Web Page: <http://jrfaudree.github.io/M600f24/home.html>

Classroom and class meeting times Chapman 104, T 3:40-4:40 PM.

Office Hours: MWF 10:15-11:30 Chap 306B, Th 11:15am-12:15pm and by appointment. To make an appointment, just drop me an e-mail. You are also welcome to stop by my office at any time and see if I am free.

Prerequisites: Graduate standing.

COURSE OVERVIEW AND GOALS

The course description in the catalog reads as follows:

Fundamentals of teaching mathematics in a university setting. Topics may include any aspect of teaching: university regulations, class and lecture organization, testing, book selection, teaching evaluations, etc. Specific topics will vary on the basis of student and instructor interest. Individual classroom visits will also be used for class discussion.

At its most basic, the intent of this course is to provide a new graduate student with some of the fundamental tools needed to approach the job of a teaching assistant working in the department. However, those skills have broader application. Most people using advanced degrees in mathematics and/or statistics in our work are called upon to teach in some form or another. We all have to make presentations about our work, for example. So while our focus is on college teaching, our work will encompass applications to other settings (e.g., poster presentations, formal presentations, etc.). I am also very interested in making sure you feel the course is responding to your needs and interests, so you should feel free at any time to suggest a topic or a reading for incorporation into the course.

COURSE MECHANICS

Our approach this semester will be to explore both the literature and folk wisdom of the practical, theoretical and experimental elements of teaching mathematics in an academic setting. Every week there will be a required task such as a reading or a write up of some activity. The homework assignment will form the catalyst for class discussion and all students are expected to participate actively in these. We will also have student presentations.

Required Texts: I will be providing copies of all required readings.

Class meetings: This class meets once a week. The agenda for each week's class is posted on the course website.

Homework: Most weeks will have a modest homework assignment which will be due by 5:00pm Monday.

Attendance and class participation are required. Class participation includes critiquing oral presentations, asking questions in class and participating in class discussions.

Exams: The final exam will be a take-home exam. I will be available during the final exam time slot (3:15-5:15pm Tuesday 12 December) to answer questions.

Evaluation: The course is Pass/Fail. In order to receive a passing grade in this course a student must

- Attend class sessions. Any student with 2 or more unexcused absences will receive a failing grade. Except in extreme emergencies, absences *must* be approved in advance.
- Participate in class sessions. Students should have any materials needed for class and are expected to listen to others as well as add to class discussions. This includes preparing and making presentations in class as assigned.
- Complete assignments on time. Students can miss at most 1 assignment.
- Attend a lecture by a professor in the department, and prepare a report on your class visitation (more details will be provided later in the semester).

Tentative Schedule of Topics

Date	Topic	Date	Topic
week 1	Welcome, introductions, general guidelines,	week 9	Discuss Classroom Observations
week 2	TA triage, math attitudes, UAF student body	week 10	Constructivism and Asking Questions
week 3	Tutoring best practices	week 11	Practice Presentations
week 4	Grading student work	week 12	Practice Presentations
week 5	Group Work best practices	week 13	Practice Presentations
week 6	Active Learning	week 14	Practice Presentations
week 7	Teaching evaluation rubrics	week 15	Practice Presentations
week 8	Classroom Observation	week 16	Take-home Final

COURSE POLICIES AND OTHER ISSUES

e-mail: You are responsible for checking your alaska.edu e-mail account every day before class. This is the e-mail address I have access to, and this is what I will use to get in touch with you.

Ask, Ask, Ask: There are many faculty members in the department who would be happy to spend a couple of minutes to give you their perspective on teaching or answer questions that you may have (and some who might go on a LOT longer if you don't stop them!).

UAF Speaking Center located in 507 Gruening (tel 474-5470). They will provide coaching and practice. Walk-ins are welcome but appointments are best.

University and Department Policies: Your work in this course is governed by the UAF Honor Code. The Department of Mathematics and Statistics has specific policies on incomplete grades, late with-

drawals, and early final exams, some of which are listed below. A complete listing can be found at <https://www.uaf.edu/dms/policies/>.

COVID-19 statement: Students should keep up-to-date on the university's policies, practices, and mandates related to COVID-19 by regularly checking this website: <https://sites.google.com/alaska.edu/coronavirus/uaf?authuser=0>

Further, students are expected to adhere to the university's policies, practices, and mandates and are subject to disciplinary actions if they do not comply.

Student protections statement: UAF embraces and grows a culture of respect, diversity, inclusion, and caring. Students at this university are protected against sexual harassment and discrimination (Title IX). Faculty members are designated as responsible employees which means they are required to report sexual misconduct. Graduate teaching assistants do not share the same reporting obligations. For more information on your rights as a student and the resources available to you to resolve problems, please go to the following site: <https://catalog.uaf.edu/academics-regulations/students-rights-responsibilities/>.

Disability services statement: I will work with the Office of Disability Services to provide reasonable accommodation to students with disabilities.

Student Academic Support:

- Speaking Center (907-474-5470, uaf-speakingcenter@alaska.edu, Gruening 507)
- Writing Center (907-474-5314, uaf-writing-center@alaska.edu, Gruening 8th floor)
- UAF Math Services, uafmathstatlab@gmail.com, Chapman Building (for math fee paying students only)
- Developmental Math Lab, Gruening 406
- The Debbie Moses Learning Center at CTC (907-455-2860, 604 Barnette St, Room 120, <https://www.ctc.uaf.edu/student-services/student-success-center/>)
- For more information and resources, please see the Academic Advising Resource List (https://www.uaf.edu/advising/lr/SKM_364e19011717281.pdf)

Student Resources:

- Disability Services (907-474-5655, uaf-disability-services@alaska.edu, Whitaker 208)
- Student Health & Counseling [6 free counseling sessions] (907-474-7043, <https://www.uaf.edu/chc/appointments.php>, Whitaker 203)
- Center for Student Rights and Responsibilities (907-474-7317, uaf-studentrights@alaska.edu, Eielson 110)
- Associated Students of the University of Alaska Fairbanks (ASUAF) or ASUAF Student Government (907-474-7355, asuaf.office@alaska.edu, Wood Center 119)

Nondiscrimination statement: The University of Alaska is an affirmative action/equal opportunity employer and educational institution. The University of Alaska does not discriminate on the basis of race,

religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at www.alaska.edu/nondiscrimination. For more information, contact:

UAF Department of Equity and Compliance
1760 Tanana Loop, 355 Duckering Building, Fairbanks, AK 99775
907-474-7300
uaf-deo@alaska.edu

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