

Handbook
for
New MSCS Teaching Assistants

2011

University of Illinois at Chicago
Department of Mathematics, Statistics, and Computer
Science

www.math.uic.edu/gradstudies

MSCS Handbook for New Teaching Assistants

University of Illinois at Chicago

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MSCS Department Resources

322 SEO

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Professor and Associate Head for Instruction (**classroom concerns**)

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Undergrad Secretary (**TA books and calculators**)

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Academic Coordinator (**payroll matters**)

Lisa Jones (flj@uic.edu) 322 SEO
Secretary (**TA office keys and supplies**)

TA Employment and Payroll

New MSCS Teaching Assistants (TAs) will meet with the MSCS Academic Coordinator who will begin the necessary steps to add the student to the UIC payroll system. This procedure involves a series of approvals outside the Department, and requires certain steps to be completed by the student. Failure to complete these steps could result in a delay or loss of pay. Students should contact the Academic Coordinator if there are any questions regarding their pay.

International TAs must see the Academic Coordinator immediately to obtain their visa clearance form; the University **must** grant visa clearance within three days of the start of employment. Verification of SEVIS (Student and Exchange Visitor Information System) registration is also required for all new international student employees. International students are required to keep the Department informed of their visa status and any changes in status that may occur.

TAs and RAs are paid the 16th of each month for work performed the previous month. Payment is made through direct deposit to the student's bank account.

RA Appointments

Frequently, students are offered Research Assistantship (RA) positions after they have accepted TA positions. When this happens prior to the start of the term, the student is allowed to resign or alter their appointment. The student should first contact the Director of Research Programs to confirm the RA appointment. Once confirmed, the student should then contact the Assistant DGS immediately to complete a Resignation/Release form and sign the necessary paperwork to facilitate the payroll process.

Tuition and Service Fee Waivers

TAs and RAs with 25% to 67% appointments are eligible for *Assistantship Tuition and Fee Waivers*. Students holding assistantships for the spring semester automatically receive Assistantship TFWs for the summer semester and must enroll in at least 3 hours if they wish to use the TFW. TFWs waive the *tuition* and the *service fee*; all remaining fees are the responsibility of the student. It may take 4-6 weeks for the TFW to appear on the student's account. Students should deduct the amounts listed as "tuition" and "service fee" and pay the remaining balance by the deadline indicated.

Graduate Student Offices

Offices are assigned to graduate students holding TAs, RAs, and fellowships. Office keys are obtained from the main office (SEO 322), requiring a \$5 refundable deposit. Office assignments are posted on the Graduate Studies website at the start of each term. Graduate

students share offices located throughout the SEO building. Students are expected to be courteous in the use of shared space and to make necessary accommodations among themselves. Office assignments remain in effect until a change of support status occurs or other needs arise in the Department. The Assistant DGS will inform students of such changes.

Computers, Copiers, and Printers

There is one shared computer in each graduate student office. Additional computers and a printer are available in the Graduate Student lounge, 736 SEO, for student use. To access these Department computers, TAs and RAs need to submit a Computer Access Request form. For students wishing to use their own personal laptop, the SEO building has wireless capabilities.

A laser printer, Thermofax, and copier are available in 308 SEO for TA use. The copier is to be used to duplicate materials related to teaching and grading duties *only*. TAs are limited to a maximum of 500 copies per semester and are financially responsible for any copies made in excess of this amount. The last 5-digits of the student's UIN will be needed to access the copier in 308.

The Academic Computing and Communications Center (ACCC) provides additional computer facilities for student's personal use at various locations on campus. Students are granted \$15 for printing each term; details are available on the ACCC website.

Mailboxes

Mailboxes for TAs and professors are located in 304 SEO. If you cannot find your mailbox, please contact the Assistant DGS. Mailboxes for the Graduate Studies staff are located in the main office, 322 SEO. During office hours mail for Graduate Studies staff can be given to the staff in 322; after hours, mail can be deposited in the Mail-Drop box to the left of the door to 322.

Extended Building Access

Students with offices in SEO may wish to access the building in the evenings or on weekends. The entrances to SEO are locked from 6pm to 7am, Monday through Friday and on weekends. Students can obtain permission for 24-hour, 7 days per week building access by registering with Campus Security. To request building access, students must provide a copy of their University identification (ID) card to the Assistant DGS who will submit the request to Campus Security. Once approved, students can gain access after hours by swiping their University ID card at the east entrance to SEO. The approval process may take 7 to 10 days and may be renewed each year as long as the student remains enrolled.

Teaching Assignments

The Assistant Director of Graduate Studies (ADGS) assigns teaching and grading assignments to TAs and deals with routine problems related to TA assignments. The Associate Head for Instruction informs the Director of Graduate Studies of any serious problems that may occur in the TA's classroom and serves as the final contact for requests by the TA to be absent from class. The professor for the course is the TA's teaching supervisor for the semester and handles routine job related problems.

Teaching assignments are determined based on the TA's course schedule and the needs of the Department. TAs submit a schedule form each term, outlining their course schedule, courses previously taught, and courses they wish to teach. The "MSCS Graduate Student Schedule Form" can be accessed from the Graduate Studies website.

The typical TA with an academic year appointment teaches 2 discussion sections one term, and 3 discussion sections the other term. These sections typically occur on Tuesday and Thursday while the professor teaches the associated large lecture on Monday, Wednesday, and Friday. TAs can view their teaching schedules by accessing the schedule of classes posted on the University website. TAs are responsible for accessing their teaching schedules on the web and contacting their professor before the first day of instruction.

TAs with 50% teaching assistantships can expect to devote no more than 20 hours per week to their duties, including 2 hours per week tutoring in the Mathematical Sciences Learning Center (430 SEO); those with 25% appointment can expect to devote half of that.

Role of Teaching Assistants

1. Access the TA schedule on the web and contact the professor/teaching supervisor before the first day of instruction to discuss the course syllabus.
2. Attend the lecture as needed to stay abreast of the course syllabus. The pace of the TA's discussion sections should match that of the professor's lecture.
3. Attend staff meetings for the course. Communicate weekly with the professor.
4. Respond to messages from the professor promptly (both e-mail and paper).
5. Check e-mail and the MSCS Department mailbox daily.
6. Meet all classes on time and be fully prepared.
7. Remain on campus from the first day of the term through the grading of the final exam for the course. Requests to leave early will NOT be approved. TAs are expected to honor the entire duration of the TA appointment once it commences.

8. Assist with grading all exams, quizzes, and homework. TAs need to *ask as many questions* as necessary to understand how the teaching supervisor expects them to perform these duties.
9. Proctor all exams. The teaching schedule has been arranged so that TAs are available during the lecture hour. TAs present during an exam discourages cheating. If cheating occurs, consult the section of this booklet entitled "Classroom Cheating".
10. Tutor two hours per week in the Mathematical Sciences Learning Center (430 SEO). The TA staffing schedule is emailed to the TAs and posted on the Department's website.
11. Encourage students to utilize the tutoring available in the MSLC, available during the week, during daytime hours, at no cost to the students.
12. Assist ALL students in the MSLC. TAs need to remain in the room. Refrain from talking with other TAs or reading while in the MSLC. Acknowledge students and encourage them to come into the room.
13. TAs unable to attend class or MSLC hours must follow the procedures outlined in this Handbook under "Class Absence". As indicated, all arrangements must be made PRIOR to the expected absence and the Approval for Class Absence form must be signed by the teaching supervisor and submitted to the Associate Head for Instruction before the absence occurs. This form is also available on the Graduate Studies website and near the Graduate Studies offices.
14. In the classroom, TAs should:
 - Speak clearly and loudly.
 - Take attendance and maintain student records.
 - Listen to questions carefully.
 - Treat students with respect.
 - Prepare more than enough material.
 - Present topics in a manner consistent with the lecture.
 - Use the blackboard effectively (write clearly, from left to right, turn away from the board frequently to make sure the students are following, write all important steps clearly, etc.)
 - Do not allow students to leave early.
15. Observe other lectures to pick up teaching tips. Consult the teaching supervisor about other teaching techniques and suggestions. Contact the TA Coordinator (TAC), an experienced fellow TA designated to serve in this role each term.

16. All new TAs enroll in Math 589 ("Teaching and Presentation of Mathematics") during the Fall semester of the first year of employment. This two credit hour course assists TAs in improving teaching skills and in addressing problems that may arise in the classroom.

Standards of Professional Conduct

TAs are employees of the University and function as instructors to their students. They are expected to conduct themselves as professionals and to treat students with patience, courtesy, and respect.

Teaching assistants are in a position of authority over their students and should protect themselves against claims of sexual harassment and conflict of interest by avoiding social or personal involvement with their students.

Sexual harassment is a form of behavior simply not tolerated by the University. It is very important for University employees -- in particular TAs -- to understand what constitutes sexual harassment and what to do if they become aware of it. TAs are responsible for understanding the University's policy on sexual harassment viewable on the Office of Access and Equity's website at <http://www.uic.edu/depts/oe/Harassment.html> . Any questions about this policy should be directed to the Director of Undergraduate Studies or the Director of Graduate Studies in the Department of Mathematics, Statistics, and Computer Science. Any suspected incidents of sexual harassment should be reported immediately to the Directors of Graduate and Undergraduate Studies AND to the Office of Access and Equity (6-8670).

Avoiding Sexual Harassment

Claims of sexual harassment are time consuming and stressful to resolve. TAs should pay particular attention to these guidelines in an effort to avoid claims of sexual harassment:

1. NEVER date your students. If the relationship falls apart, you are vulnerable to charges, even if the relationship is by mutual consent.
2. DON'T go to parties with your students. Having pizza in your class for ALL of your students is okay, but do not socialize with one group of students.
3. DON'T touch your students. A touch is automatically harassment since you are in a position of power over the student.
4. DON'T make comments to students about their bodies or other peoples' bodies. This includes comments like "pretty dress", or "I like your hair".
5. DON'T call students at home. Ask the student to stay after class to discuss the problem, for example, rather than calling.

6. DON'T give students your home phone number. This makes you vulnerable to an angry student. Ask students to contact you by e-mail or leave a written message in your Department mailbox.

7. DON'T send personal email to your students. Encourage students to ask questions via e-mail, but inform them that you will send the answer to ALL of the students in the class with a copy to the professor. This method provides a record of exactly what was asked and answered, and avoids answering the same question several times.

8. KEEP an electronic file of all correspondence with your students. This provides necessary documentation in the event of a harassment claim.

Classroom Cheating

Cheating is a serious problem that should be strongly discouraged and prevented when possible. Students should be warned that breaches of academic integrity result in severe disciplinary action IN ADDITION to failure in the course.

1. Prevention of Cheating

- NEVER leave exams unattended.
- Proctor carefully, watching constantly. Watch for talking, cheat sheets, and imposters.
- The use of cell phones in the classroom is prohibited.
- TAs should not read or talk during the exam. Watch for tricks, like answers written on the bill of a baseball cap or even on the ceiling of the classroom.
- Check ID's to make sure the person taking the exam is the student enrolled for the course.
- Number the exams and do a seating chart as you check ID's. List the exam number for each student on the chart or pass a sheet along each row for students to sign, and use that as your seating chart when checking ID's and recording the exam number.
- Count the number of exams that were returned before you leave the exam room and again when you begin grading.
- One version of the exam is acceptable if you are able to seat students every-other-seat, every-other row. Since this is usually not the case, make up at least two (often four) versions of the exam.
- Copy the exams of students who have asked for more credit on previous exams or quizzes. This provides a record to prevent students from filling in work that was not on the original exam when it was graded.
- When grading, mark empty areas on the exam with a red line and put a null sign in the work area of problems with no work.
- If you are handling grades, never leave them on a desk, copier, or in a mailbox. Keep a back-up copy of all grades maintained on a computer.

II. Confronting and Reporting Cheating

- If the professor is in the room when the cheating occurs, report the cheating to the professor.
- If you are proctoring alone when the cheating occurs, follow these steps:

Example 1: You see a student talking during the exam.

Procedure: Tell the student firmly that talking is not permitted. If the student continues to talk, move the student to the front of the room away from other students. If the student refuses to move, take the student's exam and tell the student to leave the room. Note the time and reason the exam was confiscated directly on the exam paper. Immediately report the incident to the professor and to the Assistant Director of Undergraduate Studies.

Example 2: You see a student using a cheat sheet during the exam.

Procedure: Immediately collect the exam and the cheat sheet. If possible, staple these two together. Tell the student to leave the room and report to the Counseling Center in SSB to learn about their rights in a cheating offense. Note the time and reason the exam was confiscated directly on the exam paper. Immediately report the incident to the professor and the Assistant Director of Undergraduate Studies.

Example 3: You see a student copying from another student during the exam.

Procedure: Take the exam from the student and follow the procedures described in Example 2.

Example 4: While grading the exam, you discover two exams with exactly the same wrong answer.

Procedure: Report the problem to the professor, if present. Make copies of both exams; keep the original and return the copies to the students. Immediately report the problem to the professor and to the Assistant Director of Undergraduate Studies. If the students ask why they did not receive their original exam back, instruct them to go to SSB to learn about their rights in a cheating offense and to make an appointment with the professor or the Assistant Director of Undergraduate Studies.

Services for Students with Disabilities

The University is committed to providing reasonable accommodations for students with documented disabilities as defined by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. As a TA you may have students in your class who present a note requesting accommodations for a disability.

A student must first request approval for accommodations for a disability by contacting the *Disability Resource Center* located in room 1190 SSB. The Disability Resource Center is a campus resource that provides academic assistance, advocacy, counseling, and information and referral to students with documented disabilities. Reasonable accommodations are made for students with disabilities on an individualized and flexible basis. These accommodations may take many forms such as sign language interpreters, readers, course or exam modifications, or note takers, to name a few.

It is the responsibility of the student to seek assistance and request accommodations through the Disability Resource Center. Students who have received approval for classroom accommodations will present a note from the Disability Resource Center identifying the accommodation that must be made in the classroom by the instructor and/or TA. Any questions regarding the accommodations that need to be made for this student can be clarified by contacting the Disability Resource Center (1190 SSB or 3-2183).

Role of Teaching Supervisors

The professor serves as the teaching supervisor and is responsible for overseeing the work of the TA. The teaching supervisor:

1. Maintains weekly contact with their TAs to communicate course progress and current responsibilities, and to discuss any course related problems.
2. Oversees and assists in designing, proctoring, and grading exams.
3. Assigns exam and course grades.
4. Guides the TA in assigning homework and designing quizzes.
5. Addresses student complaints.
6. Reviews with the TAs all policies and procedures relevant to classroom cheating, test security, and student records.
7. Substitutes *in an emergency* for the TA.
8. Visits the TA's classroom at least once per semester to evaluate the TA. The teaching supervisor and TA should meet following this visit to discuss the evaluation.

Class Absence

All TAs are required to perform their duties, remaining on campus from the first day of the term through the grading of the final exam. If at any time the TA is unable to teach or attend assigned hours in the MSLC, it is the TA's responsibility to contact another TA to cover these responsibilities and complete an "Approval for Class Absence" form (see attached), obtaining the required signatures. This form is intended to protect the TA and keep the MSCS staff informed of the arrangements in an effort to address student concerns. All absences must receive approval from the teaching supervisor and the Associate Head for Instruction BEFORE the absence occurs.

Only TAs currently employed by MSCS can serve as a substitute for another TA. TAs are encouraged to contact a TA who is teaching the *same* course with the *same* professor, if possible. No exchange of money may occur; instead, the TA should "return the favor" at a later date.

Obtain the contact information of other TAs teaching the same course, to prepare for last minute emergencies. TAs arranging for a substitute at the last minute due to illness or accident should complete the "Approval for Class Absence" form *after* they return. It is always important to keep the teaching supervisor and Associate Head for Instruction informed of any arrangements made for a substitute.

The "Approval for Class Absence" form can be copied from the TA Handbook, downloaded from the Graduate Studies website, or obtained from the display rack located near the Graduate Studies offices.

TA Evaluations

The Associate Head for Instruction asks teaching supervisors to visit each class taught by the TA during the term. Teaching supervisors will complete an evaluation of their TA's progress and discuss the evaluation with the TA. This evaluation helps to identify problems that are usually typical and can be resolved during the course of the term. The Associate Head for Instruction is informed of any serious problems that may occur.

TAs who wish to be evaluated by their students may request SITs (Students for the Improvement of Teaching) forms. Contact the Teaching and Learning Center in 102 Douglas Hall for more information about obtaining the evaluation forms and getting the results.

MSCS Undergraduate Courses with Teaching Assistants

This is a list of courses to which TAs are typically assigned to assist:

Math 075 Beginning Algebra. (2 Hours) No graduation credit. Not open to students with credit in Mathematics 070, 090 or a mathematics course at or above the 100 level. Satisfactory or unsatisfactory

grading only. Linear equations and inequalities, functions, linear functions, slope, exponents, polynomials, quadratic equations, rational expressions, rational equations, and applications. *Prerequisite:* Eligibility determined by performance on the department placement test.

Math 090 Intermediate Algebra. (5 Hours) No graduation credit. Not open to students with credit in Mathematics 092 or a mathematics course at or above the 100 level. Linear equations, rational expressions, quadratic equations, graphing, exponentials and logarithms, systems of linear equations. *Prerequisite:* Grade of C or better in Math 070 or appropriate performance on the department placement test.

Math 118 Mathematical Reasoning. (5 Hours) No graduation credit for architecture, business administration, or engineering students. Not open to students with credit in any one of Mathematics 090, 092, 121, 150, 160, 165, 180, or the equivalent. The only mathematics department course for which Math 118 serves as a prerequisite is Math 123. It does not replace Math 090 as a prerequisite for any other mathematics department course. Elementary topics from algebra applied to descriptive statistics of data, scatter plots, correlation, linear regression, probability, random samples, sampling distributions, experimental designs. Graphing calculator used. *Prerequisite:* Grade of C or better in Math 070 or the equivalent or appropriate performance on the department placement test.

Math 121 Precalculus Mathematics. (5 Hours) No credit for those who have credit in Mathematics 165, 180, or 205. No graduation credit for architecture, business administration, or engineering students. Logarithms, radicals, graphing of rational functions, complex numbers, trigonometry, DeMoivre's formula, theory of equations, sequences, systems of linear equations. *Prerequisite:* Grade of C or better in Math 090 or 092; or appropriate performance on the department placement test.

Math 122 Emerging Scholars Workshop for Precalculus Mathematics. (1 Hour)
Satisfactory/Unsatisfactory grade only. Intensive math workshop for students enrolled in Math 121. Students work together in groups to solve challenging problems. *Prerequisites:* Admission to the Emerging Scholars Program and concurrent registration in designated sections of Math 121.

Math 123 Quantitative Reasoning. (5 Hours) Not open to students with credit in any one of Mathematics 090, 092, 121, 150, 160, 165, 180, or the equivalent. No graduation credit for architecture, business administration, or engineering students. Choice of models for real-world problems, using elementary functions, linear equations, and graphs. Statistical data analysis, confidence intervals, estimation, testing. Graphing calculator and PC applications. *Prerequisite:* Grade of C or better in Math 118.

Math 160 Finite Mathematics for Business. (5 Hours) Credit is not given for Mathematics 160 if the student has credit in Mathematics 150. Introduction to probability, statistics, and matrices, with emphasis on business applications. *Prerequisite:* Grade of C or better in Math 090, 092, or 121; or appropriate performance on the department placement test.

Math 165 Calculus for Business. (5 Hours) Credit is not given for Mathematics 165 if the student has credit in Mathematics 180. Introduction to differential calculus of algebraic, exponential, and logarithmic functions and techniques of partial derivatives and optimization. Emphasis on business applications. *Prerequisite:* Grade of C or better in Math 090, 092, or 121; or appropriate performance on the department placement test.

Math 179 Emerging Scholars Workshop for Calculus I. (1 Hour) Satisfactory/Unsatisfactory grade only. Intensive math workshop for students enrolled in Math 180. Students work together in groups to solve challenging problems. *Prerequisite:* Admission to the Emerging Scholars Program and concurrent registration in designated sections of Math 180.

Math 180 Calculus I. (5 Hours) Credit is not given for Mathematics 180 if the student has credit in Mathematics 165. Differentiation, curve sketching, maximum-minimum problems, related rates, mean-value theorem, antiderivative, Riemann integral, logarithm, and exponential functions. *Prerequisite:* Grade of C or better in Math 121 or appropriate performance on the department placement test.

Math 181 Calculus II. (5 Hours) Techniques of integration, arc length, solids of revolution, applications, polar coordinates, parametric equations, infinite sequences and series, power series. *Prerequisite:* Grade of C or better in Math 180.

Math 182 Emerging Scholars Workshop for Calculus II. (1 Hour) Satisfactory/Unsatisfactory grade only. Intensive math workshop for students enrolled in Math 181. Students work together in groups to solve challenging problems. *Prerequisite:* Admission to the Emerging Scholars Program and concurrent registration in designated sections of Math 181.

Math 205 Advanced Mathematics for Business. (5 Hours) For students in the College of Business Administration; others by approval of the department. Introduction to integral calculus and its applications; probability, random variables, distributions (using calculus); linear algebra and applications; optimization. *Prerequisite:* Grade of C or better in Math 160 and in either 165 or 180.

Math 210 Calculus III. (3 Hours) Vectors in the plane and space, vector valued functions, functions of several variables, partial differentiation, maximum-minimum problems, double and triple integrals, applications, Green's theorem. Three hours of lecture-discussion and one hour of laboratory per week. *Prerequisite:* Grade of C or better in Math 181.

Math 211 Emerging Scholars Workshop for Calculus III. (1 Hour) Satisfactory/Unsatisfactory grade only. Intensive math workshop for students enrolled in Math 210. Students work together in groups to solve challenging problems. *Prerequisite:* Admission to the Emerging Scholars Program and concurrent registration in Math 210.

Math 220 Introduction to Differential Equations. (3 Hours) Techniques and applications of differential equations. First order equations, separable, exact, and linear. Linear second order equations, Laplace transforms and series solutions. *Prerequisite:* Grade of C or better in Math 210.

MCS 260 Introduction to Computer Science. (4 Hours) Introduction to computers, the C language, data types, statements and expressions, selection and repetition, functions and parameters, input/output, arrays, strings and string library functions, pointers, structures. *Prerequisite:* Credit or concurrent registration in Math 180.

MCS 275 Programming Tools and File Management. (4 Hours) Bit manipulation, screen and file input/output, separate compilation and linking, creating and using libraries, the ANSI C library, make utilities, interactive debuggers, introduction to C++ classes. *Prerequisite:* Grade of C or better in MCS 260 and Math 180.

MCS 360 Introduction to Data Structures. (4 Hours) Pointers and dynamic memory allocation in C/C++, recursion, stacks, queues, heaps, binary and multi-way trees, graphs, hash tables. Sorting and searching algorithms. *Prerequisite:* Grade of C or better in MCS 261 and 275.

STAT 101 Introduction to Statistics. (4 Hours) Applications of statistics in the real world, displaying and describing data, normal curve, regression, probability, statistical inference, confidence intervals and hypothesis tests. Credit is not given for STAT 101 for majors in Mathematics & Computer Science, Mathematics, and Teaching of Mathematics. Extensive computer use required. This course is offered in both a blended and traditional format. If the section is marked "Blended-Online and Classroom," use of a computer and internet access is required. Blended sections require students to do some of their coursework online. A high-speed connection, while not required, is strongly suggested. *Prerequisite:* Satisfactory grade in MATH 090, or appropriate score on the Department placement test, or consent of the instructor.

MSCS Graduate Student Schedule Form

Social Security Number: _____

Name(print): _____ Date: _____
Last First Initial

Address: _____

Email: _____ Advisor: _____ Major field: _____

Is this a new address/phone number? yes: no:



Fill in the course and course number (for example, Stat 401) of each course your advisor has approved your registration. *Block out all time slots affected by each course on your schedule.* Highlight any courses taken on the **west side**. **Return the form to Kari Dueball.**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
Indep Study (596):	Circle one: Math MCS Stat			# hours:	
Thesis (599):	Circle one: Math MCS Stat			# hours:	
Advisor's Approval:				Date:	

Indicate the semester this schedule is for: _____

List courses you have taught: _____

List courses you want to teach: _____

List information that should be considered when making your teaching assignment:

NOTE to TAs: If your schedule changes, you must notify Kari Dueball immediately! Once teaching assignments are made, they CANNOT be changed.

Approval for Class Absence

All class and Mathematical Sciences Learning Center (MSLC) absences must be approved by your teaching supervisor and the department. This approval must be obtained if you miss a lecture, classes you are teaching, assigned hours in the MSLC, or grading assignments.

If you know in advance that you will be forced to miss class or MSLC (jury duty, scheduled surgery, conferences, court appearance), make arrangements to have your classes and MSLC time covered and complete the form below. Obtain the approval of your teaching supervisor, followed by the Associate Head for Instruction.

Complete this form **before** you miss class! A copy of the final approval will be put in your file.

If you have a sudden unplanned emergency (serious illness, car accident) contact your teaching supervisor and the department immediately (312/996-3041). When you return, complete this form with an explanation, have your teaching supervisor sign the **Absence form**, then submit to the Associate Head for Instruction.

Name : _____

Date(s) of absence : _____

Reasons for absence : _____

Classes, MSLC, or assignments missed : _____

Arrangements : _____

TA Signature: _____

Date: _____

Approved : _____

Date : _____

Teaching Supervisor

Approved : _____

Date : _____

Associate Head for Instruction