

## Math Department Semester Teaching Reminders and Info

1. Syllabi for courses, the list of course coordinators, and job descriptions for TA positions (instructor of record, recitation leader, lecture assistant, grader) are posted on the Academic Resources/Teaching page departmental webpage. (To find it, click Fac/Staff Resources at the very bottom of the department homepage, then Academic Resources, then [Teaching](#). This page also includes links to calendars for the semester. You can also pick up hard copies of most syllabi in the undergrad main office, SAS 2108, or email Di Bucklad to get an electronic copy if the syllabus is not posted yet.
2. You can add your teaching schedule to your google calendar from mypack portal. From the Faculty Center (where you get your roster) there should be a little google calendar link at the lower right. A couple more tips about mypack:
  - your final exam schedule is also listed on that Faculty Center page
  - once you're looking at your class roster, there's a red button at the top right that will let you print out a roster which includes photos of your students
3. You can add NCSU's academic calendar to your google calendar by following the [instructions here](#). (Here's the prettier version of the [academic calendar](#).)
4. On **Friday, January 11th**, most of the university goes into "permission of the instructor" mode. The math department will leave courses open so students can continue to add and drop at their will; if students ask, tell them to continue making changes for math classes through MyPack Portal. However, **waitlists** will be dissolved on this date. If you wanted to add anyone from the waitlist into the course, the student will need to be added before that date or you will need to have kept a copy of the waitlist. See below for more on waitlists.
5. If you feel you have space in your classroom to handle a few more students, you can email me anytime and inform me to add students from the waitlist. But be sure to do this before the waitlist dissolves (see above) or keep a copy of the waitlist. I will need the student's name and ID#.
6. Please read the [University's policies on tests and exams](#) and remember that no exams are to be scheduled during the last week of the semester.
7. Let us know in SAS 2108 of absences (planned or sudden). Do your best to work out a substitute on your own when possible, but still let us know who is covering the class and when.
8. If you have a postdoc, it is your responsibility to mentor/observe him/her. This involves several observations and consulting about test content, format, and grading. If you are working with recitation leaders, it is your responsibility to observe them at least twice during the semester.
9. I will need help observing TAs this semester. If there is a TA you would like to observe (for example, someone you will be writing a job recommendation letter for), let me know. I will distribute a list of faculty mentors soon.
10. Please conserve paper as much as possible, especially in these lean budget times. One easy way to do this is by having your students bring blank blue books to use during tests/exams. Collect them all in these first weeks and hand them out when you give the test. This should let you have a 1 or 2 page test with only questions rather than many pages with blank space for students to respond. Copy all tests on the front and back to conserve paper.
11. If you are teaching a 100- or 200-level class, it is university policy to take attendance. If you have more than 60 students, you have been assigned a lecture assistant or recitation leader who can help with this. For classes with fewer than 60 students, you can pass around a sign in sheet to keep attendance records. Blank seating charts for large classrooms are located in SAS 2108.