

MEMORANDUM

TO: Faculty Members Listed Below
FROM: Leslie Kurtz/Di Bucklad
SUBJECT: Course Coordinator for Summer 2019
DATE: May 2, 2019

For the course(s) listed with your name, you are the course coordinator, so please prepare or update the course schedule(s) for the Summer Session, 2018. Dates for the summer session are shown at the bottom of the memorandum.

This schedule should be in some detail, indicating not only the assignments but also the topics to be covered and teaching suggestions, such as ideas to be emphasized and those topics, which should be treated lightly. A rather detailed outline is needed for the files in the Mathematics Office, and if the course outline is prepared in detail it will serve for both the files and for the instructors teaching the course.

It would be advisable to consult the current catalog course description where there is a question regarding appropriate course content. Textbook information and previous course schedules are available in the Math Office.

Please submit these schedules to the Math Office (2108 SAS Hall) **before Friday, May 10th** so it can be posted online and reproduced in time for the Summer Session.

Course Schedule(s)	Coordinator Summer 1	Coordinator Summer 2
MA 103	M. Fenn	M. Fenn
MA 105	M. Fenn	M. Fenn
MA 107	B. Williams	B. Williams
MA 111	E. Dempster	E. Dempster
MA 114	M. Fenn	M. Fenn
MA 121	J. Griggs	J. Griggs
MA 131	M. Baker	C. Bortner
MA 132	A. Cooper	A. Cooper
MA 141	E. Dempster	E. Dempster
MA 225	J. Griggs	R. Fulp
MA 231	M. Fenn	M. Fenn
MA 241	J. Griggs	J. Griggs
MA 242	L. Norris	L. Norris
MA 305	N. Jing	n/a
MA 341	N. Medhin	N. Reading
MA 401	L. Norris	S. Lubkin
MA 405	R. Fulp	H. Hong
MA 408	n/a	??
MA 413	n/a	T. Pang
MA 421	B. Williams	n/a
MA 501	n/a	n/a
MA 510	n/a	??

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5-WEEK SESSION CALENDAR			
May	15	Wednesday	First day of classes
May	16	Thursday	Last day to add a course without permission
May	17	Friday	Census Date/Official Enrollment Date
May	27	Monday	Memorial Day; University closed
May	28	Tuesday	Classes resume
June	3	Monday	Drop/Revision Deadline
June	18	Tuesday	Last day of classes
June	19-20	Wed. – Thur.	Final Exams
June	24	Monday	Grades due by 11:59 p.m.
10-WEEK SESSION CALENDAR			
May	15	Wednesday	First day of classes
May	16	Thursday	Last day to add a course without permission
May	17	Friday	Census Date/Official Enrollment Date
May	27	Monday	Memorial Day; University closed
May	28	Tuesday	Classes resume
June	18	Tuesday	Drop/Revision Deadline
July	4	Thursday	Independence Day; University Closed
July	5	Friday	Classes resume
July	26	Friday	Last day of classes
July	29-30	Mon – Tues	Final Exams
August	1	Thursday	Grades due by 11:59 p.m.

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5-WEEK SESSION CALENDAR			
June	24	Monday	First day of classes
June	25	Tuesday	Last day to add a course without permission
June	26	Wednesday	Census Date/Official Enrollment Date
July	4	Thursday	Independence Day; University closed
July	5	Friday	Classes resume
July	11	Thursday	Drop/Revision Deadline
July	26	Friday	Last day of classes
July	29-30	Mon – Tues	Final Exams
August	1	Thursday	Grades due by 11:59 p.m.