

Math Department Spring 2021 Teaching Info and Reminders

- Recall that this semester there are four **Wellness Days: 2/9, 3/5, 3/24, 4/15**. Nothing should be due and no tests given on these dates or on the days after (2/10, 3/6, 3/25, and 4/16). The intention of these Wellness Days is to give students an authentic break, so please plan your course schedule to allow them to take these days off from all course work.
- The [Spring 2021 teaching schedule](#) includes almost all course assistants. If you see a TBD listed by your course, it means I am still in the process of hiring someone. I've tried to hire a grader for courses of size 35 or more.
- The mathematics courses listed below are taught in multiple coordinated sections. All sections will use the same textbook, curriculum, and schedule. These are large enrollment courses and/or courses that graduate student teaching assistants often teach. Syllabi/schedules can be obtained from the coordinators listed below.

Course	Faculty coordinator	Coordinator Email
MA 103	Molly Fenn	mafenn2@ncsu.edu
MA 105	Molly Fenn	mafenn2@ncsu.edu
MA 107	Elizabeth Dempster	ejdempst@ncsu.edu
MA 108	Molly Fenn	mafenn2@ncsu.edu
MA 111	Elizabeth Dempster	ejdempst@ncsu.edu
MA 114	Luke Castle	lcastle@ncsu.edu
MA 121	Ainur Akchambayeva	aakcham@ncsu.edu
MA 131	Jesus Rodriguez	rodrigu@ncsu.edu
MA 141	Elizabeth Dempster	ejdempst@ncsu.edu
MA 225	Jo-Ann Cohen	cohen@ncsu.edu

MA 231	Molly Fenn	mafenn2@ncsu.edu
MA 241	Brenda Burns-Williams	bdburns@ncsu.edu
MA 242	Stepan Paul	sspaul2@ncsu.edu
MA 341	Leslie Kurtz	lakurtz@ncsu.edu
MA 405	Alina Duca	anduca@ncsu.edu
All 601 sections	Bevin Maultsby	bmaults@ncsu.edu

- Reach out to me with general questions anytime and remember to browse [Bevin Maultsby's technology resource page](#) (password laplace) for lots of useful info.
- The undergraduate office will **collect syllabi for all sections of all courses**. These syllabi with each section's specific policies are useful for us to have in cases where students want to transfer their credit to another institution and when there are grade disputes. All syllabi should satisfy [university regulations](#) which have recently been updated. You can use the [university's syllabus tool](#) to generate your syllabus.
- Andrea Hoch can help faculty and TAs obtain copies of textbooks for their classes. She can also help people reserve rooms for recording purposes. Contact her at amhoch2@ncsu.edu
- Masks are required during all classes, even if the instructor is behind plexiglass, they must wear a mask.
- 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 will also be 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

- 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](#).)
- Most enrollment issues in the department are handled by Molly Fenn, math instructors do not have access to make changes to their class roster. After **Monday, January 25th**, 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 for the following week; if students ask, tell them to continue making changes for math classes through MyPack Portal. However, **waitlists** will be dissolved on January 25th. 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.
- If you feel you have space in your class to handle a few more students, you can email Molly Fenn 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.
- 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.
- Let Molly Fenn and Andrea Hoch 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.
- 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 during the semester.
- Academic Integrity: The Office of Student Conduct has a great website about confronting academic integrity violations (<https://studentconduct.dasa.ncsu.edu/faculty/confronting-academic-misconduct/>)