



BOISE STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
Department of Mathematics

January 4, 2018

To: All Mathematics Instructors

From: Uwe Kaiser

Memorandum Spring 2018

1. Please send (electronic versions preferred) copies of the syllabi of the courses you are teaching this semester to office@math.boisestate.edu
2. **Permission numbers will be given only by the Math Dept. Office** except for courses given by the Mathematics Learning Center. Please advise students to keep watching the waiting lists. *If you do not want that students get permission numbers to enroll even during the first week of classes please let the office know.* If for whatever reason you give a student a permission number please let the office know immediately because we have to keep track of the numbers. **Permission numbers during the second week of classes require Instructor Approval. If a student approaches you directly and you want that the office gives the student a permission number please let the office know by email or drop by** (the office will then check whether the prerequisites are met, so please do not promise the student that she/he can enroll). This will save the office the work to get back to you and ask for your approval. Please make sure that students understand how the missed period of class time can affect their grade.
3. **Never** sign a *Registration Override Form* from the registrar's office without first communicating back to the Mathematics Department Office.
4. If you teach MATH 123 you may be approached by a student with the paperwork from the Department MATH 123 *Prerequisite Override*. Please make sure that you only sign this form if it already has the signature by the Department Chair or Associate Chair. Also please be

aware that the decision to sign this form is completely up to you.

5. If you teach a course overlooked by a Course Coordinator please get in touch with the corresponding coordinator concerning the organization of your section with respect to e. g. course syllabus, tests. The present course coordinators are: Tara Sheehan (MATH 123), Jean Schneider (MATH 160), Doug Bullock (MATH 170/175), Jason Smith (MATH 189), Kathrine Johnson (MATH 254), Shari Ultman (MATH 275) and Barbara Zubik-Kowal (MATH 333). You can find contact information on the Mathematics Department homepage [Faculty](#).
6. If you are teaching a Disciplinary Lens Course (DLM)[MATH 123, 143, 160, 170, 171, 254 and 257] please check at [Disciplinary Lens](#) for information (For MATH 171 just check the corresponding MATH 170 page). Include learning goals into your course syllabus.
7. If you are teaching a 4-credit course please notice that there are 25 additional minutes scheduled in class per week. You can use those 25 minutes for anything *other than lecturing* (like group work, extra study time, office hour etc.)
8. If you give any take-home quizzes or exams in classes for which MLC tutors might give support please send a copy to office@math.boisestate.edu. The same applies for take-home quizzes and tests for MATH 254,187,287,305 and 314 in the case that you do not notify tutors directly (we have tutoring for these courses in MB 136). We will forward the tests to the tutors to avoid students trying to get unintended help for those problems.
9. No exam may be given or take-home exam can be made due during the last week of classes ("dead week"). Please check the policy [Last Week of Classes and Final Exams](#) . Do not schedule any **events** for students during finals week at times outside of the scheduled finals time for your corresponding classes, whether students agree to this or not.
10. All university policies can be found at [Policies](#) in particular see the

Updates on this page. Please check (i) in University Policy #2280 the following relating to email: *Instructors determine how electronic communication is used in their classes, and must specify these requirements in their course syllabus*, and (ii) in University Policy #2050 guidance for *Maintaining Instructional Order*. If you have any questions about policies please send me an email or drop by at the office.

11. Please make sure that students continuously receive **feed-back about their performance** in your class. Please do not only tell students that they can contact you if they want to know how they stand in class - please use technical tools available to you (e. g. Blackboard, Web-assign, email). If you have questions please get in touch with me.
12. If you miss class meetings for your own reasons (doctor's appointments, jury duties, sudden illness, conferences, commute problems) you must let the Mathematics office, or the MLC office for MLC classes, know, even if you have arranged for somebody substituting for you. In case of travel make sure you have approval from your direct supervisor.
13. Please do not allow or encourage students to change between sections, in particular after the first week of classes. Be aware that this involves another instructor and work for both.
14. Please avoid talking in the classroom or with individual students about inappropriate topics like salaries, or discuss with them *how prepared you think the students are for the course*. This will not lead to improved student success. It is much better to evaluate how prepared they are by preliminary assessments and take corresponding action by reviews.
15. You may refer students to the Student Conduct site. Also check about Academic integrity and the Step by step guide to addressing academic dishonesty. Please also report to the mathematics office in **all** cases when you think cheating may have occurred.
16. If you notice that any students may exhibit behavior that is concerning, disruptive, or threatening towards themselves or others, please seek

assistance and submit a care report to the Care team.

17. **Important Dates** (regular sessions) (compare 2017/2018 catalog)

- Monday January 8: Course Instruction begins.
- Friday January 12: Last date to add without a permission number on the basis of prerequisites and waiting lists. Last date for faculty-initiated drops for nonattendance, see Faculty Initiated Drop for the form. For details compare the corresponding section in the 2017/2018 catalog. This is particularly important if you have a full section and students are waiting for an opening. In this case please take attendance during the first week, and please drop non-attending students from full sections.
- Monday January 15: Dr. Martin Luther King/Idaho Human Rights Day (No Classes. University Offices closed)
- Monday January 22: Last day to register/add or drop without a W.
- Monday February 19: Presidents' Day (No classes - University offices closed)
- Friday March 16: **Last day to drop classes with a W** or completely withdraw. Be sure that students know where they stand before this date!
- Monday-Sunday March 26 - March 30: Spring Break (No classes - University offices open March 26-30)
- Monday-Sunday April 23 - April 29: **Dead Week**
- Friday April 27: Course instruction ends.
- Monday-Friday April 30 - May 4: **Final Exams** for the regular schedule

Final Exam Schedule, click on the corresponding tab. Please give a copy of final exams to the office, preferred electronically to office@math.boisestate.edu

- Tuesday May 8: Grade reports due on myBoiseState.

For general information see the [2017/2018 catalog](#)

If you have any questions feel free to contact me at ukaiser@boisestate.edu, call at 208.426.2653 or see me in the Mathematics Department Office.