

Department of Mathematics and Statistics

Policies for Teaching

Dear Math & Stat Instructors,

Thank you very much for teaching the most beautiful subject in the world to our students!
As you embark on this wonderful teaching journey, please remember the following:

- Basic Responsibilities for Teaching a Non-coordinated Course:
 - Be in class on-time; and use the full class time.
 - Hold regular office hours in which you help students.
 - Grade students' work promptly.
 - Check your roll and satisfy all roll verification requirements set by the university and by course policies written in the syllabus.
- Basic Responsibilities for Teaching a Coordinated Course:
 - Be in class on-time; and use the full class time.
 - Hold regular office hours in which you help students.
 - Grade student work promptly.
 - Check your roll and satisfy all roll verification requirements set by the university and by course policies.
 - Work under the direction of the course coordinator.
 - * Be available to meet with the course coordinator during the week before classes.
 - * Follow all course policies set by the course coordinator.
 - * Use the syllabus required for the course.
 - * If you have questions about policies for a coordinated course, ask the course coordinator.

1 Department Contact List for Questions and Concerns

- Course Coordinators:
 - Math 0999/1111: Valerie Miller
 - Math 1001: Changyong Zhong
 - Math 1113A: Sutandra Sarkar
 - Math 1113B: Andrew Fano
 - Math 1220: Patreck Chikwanda
 - Math 1401: Rishi Subedi
 - Math 2201/2202: Rebecca Rizzo
 - Math 2211/2212/2215: Kelvin Rozier
 - Math 2420: Senmei Yao
 - Math Education: Margo Alexander
- Lab Coordinators:
 - UL MILE: Mikhail Stroev
 - COMMONS MILE: Donald Harden
 - MAC: Sutandra Sarkar
- Mentors:
 - GTA Mentor: Kelvin Rozier
- Chairs and Directors:
 - Chair: Alexandra Smirnova
 - Associate Chair/Director of Curriculum and Scheduling: Michael Stewart
 - Director of Undergraduate Studies: Leslie Meadows
 - Director of Lower Division Courses: Hui Liu
 - Graduate Director in Mathematics: Zhongshan (Jason) Li
 - Graduate Director in Statistics: Gengsheng (Jeff) Qin

In general, if you have any questions or concerns,

- *for 1000/2000 level courses, please contact the course coordinator first and then the Director of Lower Division Courses;*
- *for 3000/4000 level courses, please contact the Director of Undergraduate Studies; and*
- *for graduate level courses, please contact one of the Graduate Directors as appropriate.*

2 Office Hours

You must hold regularly scheduled office hours outside of class during which you are fully available to help your students. If you need to cancel office hours, notify your class and reschedule the missed hours. Face-to-face office hours must be between 8:30 am and 5:15 pm. You are expected to have at least 1 (academic) hour of scheduled office hours per week for each 2 credit hours you teach. Generally, this means at least 6 (academic) hours of scheduled office hours per week for lecturers, 3 (academic) hours per week for tenured and tenure-track faculty members (plus separate hours for directing graduate students or undergraduate research projects), and 3 (academic) hours per week for GTAs.

Office Hours for Specific Courses:

- For courses served in UL MILE (Math 0999, 1111, and 1113A), teaching assignments include office hours. No other office hours need to be scheduled.
- Face-to-face office hours for Math 1401 must be held in Commons MILE.
- For coordinated courses, you must consult with the course coordinators about days/times of your office hours and get approval from the coordinator before announcing to your students.

3 Workload Policy

- Tenured and tenure-track faculty members will generally be assigned to teach the equivalent of four 3-credit hour courses per academic year (in most cases, two courses in the fall and two courses in the spring). Summer teaching is optional and comes at extra pay.
- Lecturers of all ranks will generally be assigned 12 credit hours in the fall and 12 credit hours in the spring. A 12-credit hour workload will typically consist of four 3-credit hour courses or three 4-credit hour courses. Summer teaching is optional and comes at extra pay.
- Academic Professionals of all ranks will usually teach the equivalent of 6 credit hours in the fall, the equivalent of 6 credit hours in the spring, and the equivalent of 6 credit hours in the summer. Each semester (including summer), Academic Professionals will also have service hours scheduled in either one of the MILE labs or in the MAC.
- An M.S. or Ph.D. student with a departmental GTA will be assigned to teach the equivalent of four 3-credit hour courses per academic year. Summer teaching is optional and comes at extra pay.
- Students with university level fellowships (such as an MBD, B&B, or University Fellowship) will be assigned to teach one 3-credit hour course per academic year. Summer teaching is optional and comes at extra pay (requires permission from the academic adviser).
- All students assigned to teach as instructors of record, whether they have a GTA or fellowship, must complete Math 9116 during the first fall semester in which they have support.
- Any contrary university level policies, such as university rules related to fellowships, will supersede the above policies.

4 Substitute Instructors

You cannot choose to cancel your class under any circumstance. It is your responsibility to make sure your class is taught. If you are unable to teach your class for some reason, it is your responsibility to find someone to substitute. Only other instructors in the math and stat department can serve as acceptable substitutes.

To make sure your classes will meet no matter what, you should decide at the beginning of the semester who will cover your classes in case of an emergency. In case of emergency you will need to work with your agreed upon substitute and the course coordinator (if applicable) to make sure your class meets as scheduled.

If you are unable to teach your class, please notify the departmental administrative team members as listed below:

- For 1000 and 2000 level courses, notify the Course Coordinator (if applicable), the Director of Lower Division Courses, and the Associate Chair;
- For upper level undergraduate courses and dual level courses, notify the Director of Undergraduate Studies and the Associate Chair;
- For graduate level courses, notify the corresponding Graduate Director and the Associate Chair.
- If you are a GTA, in addition to notifying the department administrative team, you need to fill out the Substitute Instructor Form (see end of this document) and email it to the Associate Chair beforehand.

5 Temporary Change of Course Modality

In case of medical or other emergency (including COVID), instructors can apply for a temporary course modality change by submitting a request to the department administrators as listed below:

- For coordinated courses, notify the Course Coordinator and the Associate Chair;
- For other 1000 and 2000 level courses that are not coordinated, notify the Director of Lower Division Courses and the Associate Chair;
- For upper level undergraduate courses and dual level courses, notify the Director of Undergraduate Studies and the Associate Chair;
- For graduate level courses, notify the corresponding Graduate Director and the Associate Chair.

Instructors are allowed to move their F2F classes online for up to two weeks in fall and spring semesters and for up to one week during a summer semester. Longer arrangements must be approved by HR. Available options: ADA policy, Family Medical Leave Act, or Sick Leave.

Important: For a temporary course modality change, classes should actually be taught online during their scheduled time (or complete video lectures should be posted ahead of class time). Moving classes online should not be reduced to just posting class notes on iCollege or giving an assignment. Students must be properly notified (as far in advance as possible).

6 Syllabi

As an instructor of record, you will find that a clear and complete syllabus benefits both you and your students. It lets your students know what to expect from the course, and by applying reasonable policies that are clearly written, student complaints about your policies won't be a problem. In most cases, you will not have to write a syllabus. All coordinated courses have a single standard syllabus that you are required to use; all you have to do is attach your name, contact information, and the time and place of your section.

A syllabus should have the following:

- Complete course title and number, your name, the term.
- Office hours and contact information.
- Prerequisites.
- Course Content.
- Learning outcomes. In some cases these can be simply a reference to the course content standards at <https://www.mathstat.gsu.edu/document/course-content/>.
- Course requirements and assignments.
- For 4000/6000 level courses: what additional work is expected of graduate students. (This is not optional).
- Grade scale and how the final grade is computed.
- Make-up examination policy and inclement weather policy (e.g. If the university closes on an exam date, the exam is moved to the next class.)
- An attendance policy.
- Textbook and/or technology.
- Withdrawal date.
- Clear requirements on participation and attendance for students to be considered as attending for roll verification. For example, "If the student does not attend at least one class meeting during the first week of enrollment and get an average of at least 50% on the first week homework assignments, the student may be withdrawn for "never attended" during roll verification."

- Allow a reasonable number of “get-out-of-jail-free cards”, such as allowing two/three absences to accommodate emergency situations and unforeseen circumstances, dropping the lowest two quiz scores, and replacing the lowest midterm exam score with the final exam score if the final exam score is higher.
- A specific policy on academic dishonesty, such as a zero for any plagiarized work or any work on which cheating occurred. The standard policy within our department is stated as follows: “Cheating/plagiarism policy: Cheating/plagiarism will not be tolerated on any work. A first occurrence will result in a grade of 0 on the assignment for all concerned parties as well as an Academic Dishonesty form being filed with the Dean of Students. A second occurrence will result in a grade of F for the course for the concerned parties and a second Academic Dishonesty form being filed.” Also refer to the university Policy on Academic Honesty. For example: This course is conducted in a manner consistent with the university policy on academic honesty at <http://codeofconduct.gsu.edu/>.
- The statement: “Unauthorized Public Posting and Distribution: The selling, sharing, publishing, presenting, or distributing of instructor-prepared course lecture notes, videos, audio recordings, or any other instructor-produced materials from any course for any commercial purpose is strictly prohibited unless explicit written permission is granted in advance by the course instructor. This includes posting any materials on websites such as Chegg, Course Hero, OneClass, Stuvia, StuDocu and other similar sites. Unauthorized sale or commercial distribution of such material is a violation of the instructor’s intellectual property and the privacy rights of students attending the class, and is prohibited. Failure to abide by these limitations constitutes a violation of the Policy on Academic Honesty and will be treated accordingly.”
- Optional statement: “Electronic Technology Policies: You should not use your cell phone or computer or another device for tasks that are not class related, i.e., you should not text, talk, or do anything that may be considered by your instructor to be disruptive. If you have an emergency, for which using your cell phone is absolutely necessary, quietly step out of the class to handle the emergency.”
- The statement: “The Office of the Dean of Students will provide courtesy verification for professors at the request of students when seeking excused absences for documented medical/health related and other emergency circumstances that result in an extended period of absence (a week or more). Requests for notification should be submitted as soon as possible, ideally within 24 hours of when a student is first impacted, but must be submitted within one week after a student returns from absence. Please complete the online form via <https://deanofstudents.gsu.edu/student-assistance/professor-absence-notification/> to begin the notification process.”
- The statement: “Accommodation: Students who wish to request an accommodation may do so by registering with the Access and Accommodation Center (AACE).

Students may only be accommodated upon issuance by the Access and Accommodation Center of a signed Accommodation Plan and are responsible for providing a copy of that plan to instructors of all classes in which accommodations are sought.”

- The statement: “Your constructive assessment of this course plays an indispensable role in shaping education at Georgia State. Upon completing the course, please take time to fill out the online course evaluation.”
- The statement: “The course syllabus provides a general plan for the course; deviations may be necessary.”

7 Synchronous Online Course Sections

It is recommended that you record your class sessions if you teach a synchronous online course. For GTAs, all synchronous Webex class sessions are required to be recorded, and the recording should be available to the students within 24 hours after a session. It is recommended that you use the Webex in iCollege to host your online class meetings so that links to the recordings will be automatically posted and available to your students in iCollege when the recordings are fully processed by Webex.

Below are some instructions for how to host Webex meetings and record them via iCollege.

1. Log in to iCollege: <https://gastate.view.usg.edu/d2l/login>.
2. Enter your synchronous online section on iCollege.
3. Click “Webex” in the navbar. For the first time, in “setup”, select “Virtual Meetings” under “Choose your features” and hit “Apply” next to the options, and then you will get a new tab “Virtual Meetings” where you can schedule class meetings in the future. Moreover, in “setup”, make sure that the “Authorize with LMS” is authorized. If you encounter any technical problems in the process, please contact the IIT Technology Service Desk at help@gsu.edu or 404-413-HELP (404-413-4357) as soon as possible.
4. Go to “Virtual Meetings” to add a “New Meeting”. Click the green button to start the Webex meeting, and then click “Record” in the navigation bar to start recording.
5. Usually, the Webex meeting content will be available within a day. Students can access the recordings via “Webex” → “Recordings” in iCollege.

Note: You may want to ask the students to join the Webex meetings via iCollege and not to call in to the meetings so that their names and attendance can be recorded correctly.

8 Faculty Email Addresses for Graduate Teaching Assistants

Student email addresses (`yourcampusid@student.gsu.edu`) are considered protected information under FERPA. As instructors, you should use your official GSU email (`yourcampusid@gsu.edu`). This will be the address you give to your students.

For you to be hired as a GTA, the paperwork is submitted to the University HR department, and an official GSU email is automatically created upon approval.

9 Registration Assistance and Overflow Requests

Beginning July 1, 2021, registration assistance for courses within the department is being handled via the College of Arts & Sciences (CAS) by visiting the **CAS Registration Assistance Site**: <https://casportal.gsu.edu/register/>. Filling out a form at this link can help the student address the following registration issues:

- Received the Prerequisite and Test Score Error when attempting to register and **meets** the prerequisite requirement.
- Received the Prerequisite and Test Score Error when attempting to register and **does not meet** the prerequisite requirement, but would like to request an exception.
- The course section requires **department or instructor permission** to register (indicated in schedule comments or in the catalog).
- Received a duplicate or repeat course block error.
- Received time conflict error and would like to request an allowance.

For other registration issues, ask the student to visit the website for the Office of the Registrar:

<https://registrar.gsu.edu/registration/holds-that-prevent-registration/>.

Please note they do not manage course capacity overflows. In general, our department would not approve any overflow requests. For full courses, students can join the waitlist through the Registration page in PAWS. Students are contacted when they are next on the waitlist if a seat opens or if additional seats are added to the section. Here is a helpful video if they have questions on the waitlist process: <https://registrar.gsu.edu/registration/registration-guide/#1645732254889-b3390029-2f55>.

10 Enrollment

- Late registration is the first week of classes. During this time students can drop and add classes. Students without a prerequisite should be urged to drop.
- Students are removed for classes for nonpayment and reinstated by the registrar.
- After reinstatement, faculty can submit registration adjustments.
- If a faculty member is notified that there are students in the class without suitable prerequisites, then the students can and should be dropped from the course by the faculty during the registration adjustment period.
- During the faculty registration adjustment period, instructors can add students. In coordinated courses, please consult the coordinator before adding students.
- For registration adjustments: Log in to Paws (<http://paws.gsu.edu>). Click on “Registration Adjustment Request” under the “Registration” tab. Fill in the registration adjustment form.
- If a student is in the wrong course, an even exchange of sections is preferable to a drop.
- **Checking your roll:** It is critical that you check your official class roll in PAWS and compare it to the attendance list in your course and your grade records at key points during the semester. The official source of your class roll is PAWS and nothing else. You need to look for:
 - Students who are attending but not registered. Such students should not be allowed to continue attending or to submit work for grading.
 - Students who are registered but never attend. Such students need to be reported during roll verification.

It is not sufficient to check your roll at the beginning of the semester. At the minimum, you need to check at the beginning of the semester, after late registration, before the semester midpoint, and after the semester midpoint. You will also need to verify your roll in PAWS; you will be notified of the date.

11 Withdrawals

- **Voluntary Withdrawal:** Voluntary withdrawals can be initiated by the student from the second week of classes to the midpoint of the term.
- **Involuntary Withdrawal:** Students can be withdrawn for disrupting class or violating course policies. This is not a routine procedure. Talk to the course coordinator, the Director of Lower Division Courses (for 1000 and 2000 level courses), or the Director of Undergraduate Studies (for 3000 and 4000 level courses) first.
- **Withdrawal for Nonpayment:** Withdrawal for nonpayment is handled by the registrar. Students withdrawn for nonpayment are typically added back by the registrar. If that happens after the semester ends, you will be asked to provide a grade. In some cases, it can make sense to let the student do work in the class while the issue is resolved. But please consult with both the undergraduate director and the course coordinator before making a decision to allow this.
- **Emergency Withdrawal and Military Withdrawal:** Emergency withdrawal and military withdrawal are available to students under exceptional circumstances.

12 Grading Scales

For a coordinated course, check with the coordinator for grading policies; they should be on a sample syllabus. **Do not change any grading policies. Under no circumstances should you ever give a C- to a student unless you are teaching Math 0999, which uses a different grading system.**

For courses that are not coordinated, the departmental grading scale is:

97% - 100%	A+		[97, 100]	A+
93% - 96%	A		[93, 97)	A
90% - 92%	A-		[90, 93)	A-
87% - 89%	B+		[87, 90)	B+
83% - 86%	B	or	[83, 87)	B
80% - 82%	B-		[80, 83)	B-
77% - 79%	C+		[77, 80)	C+
70% - 76%	C		[70, 77)	C
60% - 69%	D		[60, 70)	D
0% - 59%	F		[0, 60)	F

13 Grade Submission

- Enter the grades in PAWS before the deadline.
- **Always give copies of your grade book and the grades submitted in PAWS to our Department Specialist.**
- If you are a GTA in a visiting position, or leaving GSU, give your final exams to our Department Specialist.
- For a coordinated course, the coordinator may request the final exams. Otherwise, keep the final exams. **Do not give final exams back to the students.** Final exams should be held for two years.
- Make sure you double-check your grades in PAWS for accuracy before the grade submission deadline. After the deadline, if you submit a grade change, you should **notify the student and the coordinator of the course (if applicable).**

14 Incompletes

Sooner or later, you will be asked for a grade of Incomplete by a student. A grade of Incomplete is awarded at the discretion of the instructor and is not the prerogative of the student. **In most cases, it is not a good idea to give an Incomplete**, but if you are willing, you need to know the following rules:

- If a student is unable to complete the assignments or exams of a course for an **unavoidable nonacademic** reason, an Incomplete may be given at the discretion of the instructor if
 - Most of the major assignments have been completed. (Typically all but one assignment.)
 - The student is passing.

Do not give a grade of Incomplete unless these conditions are satisfied.

- No student has a right to be granted an Incomplete. You can always say “NO” if you don’t want to give the Incomplete (for whatever reason).
- Deadline: At the end of the second term after the Incomplete was assigned, it will turn into a grade of “F”. **You can (and should) set an earlier deadline; only in exceptional circumstances should an Incomplete take longer than 2 weeks to be resolved.**
- For coordinated courses: the course coordinator needs to approve your plan for having the student make up the assignments.
- Under no circumstances should you give an Incomplete unless you personally can, and will, take steps to resolve the Incomplete promptly. **Giving an Incomplete in spring when you plan to be traveling and away from GSU during summer is unacceptable.**

Incomplete Form:

[https://registrar.gsu.edu/document/policy-on-incomplete-grades-form/
?wpdmdl=5361](https://registrar.gsu.edu/document/policy-on-incomplete-grades-form/?wpdmdl=5361)

15 FERPA

Student records are confidential under federal law.

- FERPA: Family Educational Rights and Privacy Act.
- Don't disclose anything about a student's education records to anyone other than a GSU employee with a legitimate educational interest in the records; **this now includes student email addresses**. If you communicate with your class using email, you need to **use "Bcc"** to hide student emails from the other students in the class.
- GSU policy is that the university's primary relation is with the student, not the parent. **You should not discuss a student's grades with a parent.**

16 Title IX

- As a GSU employee, you are subject to the *University System of Georgia's Sexual Misconduct Policy*. <https://www.usg.edu/policymanual/section6/C2655>, which prohibits, among other things, non-consensual sexual contact and sexual harassment. Unwanted advances may be grounds for a complaint.
- You also are subject to GSU's *Amorous Relationships Policy*: <https://gsu.policystat.com/policy/7446811/latest/>, which prohibits amorous relationships between faculty, staff, and students within the Georgia State community if one individual could reasonably be expected to exercise academic, employment, or evaluative authority or influence over the other.
- You are expected to treat all students and fellow employees with respect. Please contact GSU's Title IX Coordinator at TitleIX@gsu.edu (or your supervisor who is a mandatory reporter) with concerns or to file a complaint.

17 Requirements for Proctoring and Other Methods of Preventing Academic Dishonesty

As math educators, we are also responsible for guiding students as they seek to be good stewards of society. All students at Georgia State University are expected to demonstrate scholarly behavior, academic honesty and ethical conduct at all times. As a result, we have an obligation to our students, faculty, staff and the general community to react quickly to prevent and address concerns of academic dishonesty. This includes, but is not limited to: plagiarism, cheating on exams, unauthorized collaboration, falsification and multiple submissions.

Important: Students should be held responsible for their actions, but to be clear, **the responsibility for preventing academic dishonesty begins with the instructor.** Prevention techniques should include (but not be limited to) the following:

- Close proctoring of high-stakes assignments should be provided at all times.
Note: *It is especially important that students not be left alone in a conference room, classroom or in the hallway for make-up tests without being closely monitored. Consult the Director of Undergraduate Studies to discuss proper ways in which Webex can be effectively utilized, with an EXTERNAL webcam, for close proctoring.*
- Using multiple versions (at least two) of a written test/quiz for large lecture classes.
- Creating a different test version for students taking a make-up test/exam (*students will typically advise other students of test questions*). Note: For large lecture sections, this will require a third version of the exam.
- Using low-stakes assignments such as homework assignments and/or quizzes to prepare students for tests/exams. These low-stakes assignments should also be designed for the purpose of discovering and addressing any observed academic dishonesty tendencies. Using this opportunity to advise students of behaviors that you consider academically dishonest, and delivering a timely “fair” warning, will not only help to prevent them on the higher stakes assignments (such as exams/tests), but will decrease the chances that a similar charge on a higher-stakes assignment is over-turned if the student chooses to appeal.

18 Academic Dishonesty Charges *(be sure to read the section entitled, **Requirements for Proctoring and Other Methods of Academic Dishonesty Prevention** before considering a charge)*

There is a precise procedure for handling suspected cases of academic dishonesty. The standard of proof for a charge of academic dishonesty is a preponderance of the evidence. That is, the evidence “for” is more compelling than the evidence “against”. You should talk to the Director of Undergraduate Studies about any charges of academic dishonesty in order to make sure you follow the correct procedure. A summary is:

- Make and keep copies of any evidence *(be sure to include any previous warning from lower-stakes assignments)*.
- Notify students in a confidential manner (either in person or via GSU email) that they have been suspected of academic dishonesty. Give them an opportunity to defend themselves. If notification is delivered via email, please give them a reasonable amount of time to respond before completing a *Notice of Academic Dishonesty Form*.
(At all times when corresponding with the student(s), even if you are accusing them of cheating, please be professional, polite and kind. Let them know that you are willing to listen and give them an honest opportunity to be heard.)
- If the offered explanation is not sufficient to warrant rejecting your initial suspicion of academic dishonesty:
 - Determine a penalty (this should already be stated in your syllabus).
 - Complete a *Notice of Academic Dishonesty Form*:
<https://cas.gsu.edu/files/2022/05/Notice-of-Academic-Dishonesty-Form-Fillable-Form.pdf>
 - The Director of Undergraduate Studies confirms that the charges are reasonable and that the correct procedures have been followed and signs on behalf of the Department Chair.
 - Notify the student of the official charge and deliver a copy to the student.
 - Forward a copy to the college dean’s office pending possible appeal.
- If the student appeals, you will be asked to present your case before a college committee, but otherwise, it is now “out of your hands”.

19 Attendance Policy

Whether or not your course includes attendance as part of the grade, it is critical that you maintain perfectly accurate attendance records. During the roll verification process, you will need to know the last day of attendance for students who stop attending. You will also need to know the last date of attendance if you give a grade of "F" at the end of the semester.

20 Academic Complaints and Grade Appeals

A clear syllabus protects you from student complaints. Everything should be spelled out in the syllabus and you should stick to enforcing the policies.

If you get a complaint, we first try to resolve it informally:

- You can discuss the final grade with the student. Politely showing the student his or her grades, and how the final grade was computed, can prevent a formal complaint.
- If that discussion doesn't work, the student can be referred to a course coordinator (if applicable).
- If a discussion with the coordinator doesn't resolve it, the student can be referred to the appropriate director for the particular course.
- If none of the above works, the student can talk to the associate chair.

If a complaint cannot be resolved informally, a student has a right to a formal grade appeal:

- A student can file an appeal on the basis that the grade was arbitrary, discriminatory, or inequitable.
- A student can file a formal appeal of a course grade in writing to the chair within 10 business days of the start of the next term.
- The department chair notifies the student of a decision within ten days.
- The student can appeal the chair's decision.

If there are no grading errors and the grade you submitted is based on reasonable policies that were in the syllabus, you are almost certain to be supported on appeal. In general, to avoid complaints and appeals:

- Put all policies that can affect the student's grade in the syllabus.
- Avoid doing things that are not in the syllabus.
- Be polite and patient in explaining how the student got the grade and how it follows from the policies in the syllabus.

- If a formal complaint is filed, you want to be able to say that the grading follows policies that were in the syllabus since the beginning of the semester and that all students were graded in the same manner.

Substitute Instructor Form for Graduate Teaching Assistants

If you are unable to teach one of your courses, you need to find a substitute. Fill in the following with information about the reason for missing the course, the name and contact information of the substitute, and the dates and times for which the substitute will cover your class. **Email the form to the Associate Chair and to the Director of Lower Division Courses** *beforehand*. Only instructors within the department can substitute for you in teaching your courses.

Your name: _____ Your email: _____

Substitute's name: _____ Substitute's email: _____

Courses substituted (name of the course(s), CRN(s), dates/times):

Reason for Substitution:

Acknowledgement of Teaching Policies for Graduate Teaching Assistants

Please read the above policies, read the following statement, sign this form, and return it to the **Director of Lower Division Courses** in order to verify that you have read and understood the departmental teaching policies and will follow them. Please pay particular attention to the policies on covering classes, your responsibilities regarding office hours, using the full class time, coming to class on time, verifying the class roll, and leaving your grades and final exams with the department. These are all very important and failure to follow the policies may result in loss of an assistantship.

I certify that I have read the attached policies and will follow them in the course of serving as a GTA for the Department of Mathematics and Statistics.

Name: _____ Signature: _____

Date (mm/dd/yyyy): _____