

# INSTRUCTIONS for COMPLETING SCHEDULE CARD WEB FORMS

Please view rather than print this information

Current deadlines can be found at *Important Purdue and Departmental Dates* on <http://www.math.purdue.edu/resources/gfa>

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## Instructions for completing schedule card web forms

The following students are required to complete schedule card web forms

- all returning mathematics graduate students;
- all graduate students from other departments who passed our departmental screening and who are hired for the semester or are waiting to be hired;
- (during orientation week) all new mathematics graduate students;
- (during orientation week) all graduate students from other departments who applied for a TAship with us and who have a screening slot.

The information asked on a schedule is used to

- update contact information within the department - *phone numbers will not be disclosed*;
- decide which advanced and special topic mathematics courses will run;
- get academic and employment information;
- (for TAs) to make assignments that do not conflict with course schedules.

The deadlines for completing schedule card web forms and for making changes are listed in *Important Purdue and Departmental Dates* at <http://www.math.purdue.edu/resources/gfa>. It is your responsibility to know these dates and to keep the information about your schedule up-to-date and accurate. Conflicts between your course schedule and assignment due to incorrect information on your card will be yours to fix before classes start.

Please read and follow the instructions.

1. The PUID is the ten-digit number of the form XXXXX-XXXXX on your student card. We need your phone number(s) if you have any. *Phone numbers will not be made publicly available.*
2. Indicate all classes (department, course and section number) you plan to enroll for, together with the days, start and end times. Students taking 8-week courses must list all such courses for the whole semester.
3. Mark on the timetable, the time slots taken in by those classes. Please note that 90-minutes classes on TTh effectively block out two hours on the timetable. For example: for a TTh 10:30-11:45 block both the 10:30 and 11:30 time slots (see sample). Do not block out half time slots.
4. Indicate three teaching preferences from the ones listed below. A short description of the various assignments and what a 1/2-time assignment entails can be found below. *We try to accommodate teaching preferences but TAs must progress in their teaching. Repeated preferences for "easy" assignments will be ignored.*

13700	13800	13900	15300	15400	16100	16200	16500*	16600**
17300*	17400**	18100*	18200**	22000	22100	22200	22300	22400
23100	23200	25000	26100	26200	27100	and grading		

\* = offered in Fall semesters only      \*\* = offered in Spring semesters only

5. Write comments about other time constraints such as "early classes preferred", "would like to attend MA 69800.003 on TR 3:30-4:20", in the next box. *Requests for "no 7:30 classes" or "no teaching before 10:30", etc. require a valid reason. Time preferences cannot always be honored.* You can also indicate which seminars you wish to attend **including the days and times they meet** - see the listing of special topics courses for a listing of pre-scheduled seminars. If it is important to you, list whether teaching preferences have priority over time preferences or the other way around.

## Course formats and descriptions of usual duties

GTAs are usually 1/2-time appointments – an average of 20 hours per week, including finals week. A 1/2-time assignment consists of teaching two sections of a course (*unless otherwise listed*), of grading undergraduate or graduate courses, or a combination of teaching and grading. The latter is called a split assignment. If you do or do not prefer having a split assignment, state so in the comment box. We cannot always honor such preferences. Graduate instructors are required to hold one weekly office hour per section (*unless otherwise listed*). See [www.math.purdue.edu/resources/gta](http://www.math.purdue.edu/resources/gta) for *Instructions for TAOH and Important Purdue and Departmental Dates* for this semester's dates.

**MA 15300, 15400** (all on MWF) are *Algebra* and *Trigonometry* courses. The homework is mostly done on-line. TAs write and grade 2 short weekly quizzes. Exams are common, set by the course coordinator and machine-graded. TAs proctor the exams and assign final grades.

**MA 13700, 13800, 13900** (all on MWF) are *Mathematics for Elementary Teachers* courses. When possible, undergraduate graders are provided for homework and quizzes. Exams are common and set by a course coordinator. TAs proctor and grade exams, and assign final grades.

**MA 16100, 16200**, (on TTh) are recitation assignments for *Calculus I and II* which are taught in large lectures. Homework is done on-line. All TAs administer and grade two weekly quizzes; most write quizzes. Exams in each course are common, set by a course coordinator and machine graded. TAs proctor exams and assign final grades.

**MA 16500** (on Th in Fall), **16600** (on Th in Spring), **26100** (on T in Fall and Spring) are recitation assignments for *Calculus I, II and III* taught in large lectures. A 1/2-time teaching load consists of three sections. Homework is done on-line. All TAs administer and grade quizzes; most write quizzes. Exams in each course are common, set by a course coordinator and machine graded. MA 16500 and 16600 TAs hold two weekly office hours and MA 26100 TAs hold three.

**MA 16100M** (on Th in Fall), **16200M** (on Th in Spring) and **26100M** (on T in Fall) are small sections for Mathematics majors of *Calculus I, II and III*. **MA 18100** (on Th in Fall), **18200** (on Th in Spring), **17300** (usually on TTh in Fall), **17400** (once a week on T, W, Th or F in Spring), **26200** (meeting once a week on T, W, Th or F), and **27100** (meeting once a week on T, W, Th or F in Fall) are recitation assignments for various *Calculus* and *Differential Equations and Linear* courses taught in small classes. TAs grade homework and quizzes, and compute a recitation score.

**MA 22000, 22100, 22200, 22300, 22400, 23100, 23200** (all on MWF) are *Applied Calculus* courses, mostly for Technology, Management and Life Science students. Some of the courses use on-line homework; in others TAs might grade homework for completion. TAs write and grade weekly quizzes. Each course has a common midterm and final set by a course coordinator and machine graded; TAs proctor the common exams. TAs write and grade the other two midterms, and assign final grades.

**MA 25000** is a course to prepare students for actuarial exams. If you have passed actuarial exams yourself, have taught on your own and are interested in teaching this course, please mention in the comment box which actuarial exams you passed.

**Grading** assignments consist of grading various undergraduate and/or graduate courses. Grading preferences cannot be taken in account.