

# Fall 2017 All Orientation & Course Coordination Meetings Schedule

## Department of Mathematical Sciences, UW-Milwaukee

**Monday, August 21**

***University-wide Graduate Teaching Assistant Orientation and Teaching Conference: Day 1***

ALL new TAs, presented by the Center for Excellence in Teaching and Learning (CETL).

9:00 am – 4:30 pm, Lubar N140

**Register here:** <http://uwm.edu/cetl/programs/orientations/gta-orientation/>

**Tuesday, August 22**

***University-wide Graduate Teaching Assistant Orientation and Teaching Conference: Day 2***

Mandatory for ALL new TAs 9:00 am – 12:30 pm, Lubar N140

***Social Security Card Registration***

For international graduate students who do not have a social security number/card, the *Center for International Education (CIE)* office will be taking a bus with students to the Social Security Admin office in Milwaukee

12:30pm, Garland Hall, room 138

**Register here:** <http://uwm.edu/cie/students-scholars/students/employment/social-security-field-trip/>

International Students MUST bring ALL **original and copies** of immigration documents including: **Passport, Visa, I94 card, I-20, and offer letter of employment.**

Students will also need their campus ID and MCTS bus pass as well.

Students can return via public transportation to campus or leave when finished.

***Math Department Sessions***

***Course Coordinator Meeting***

Mandatory meeting for all Fall 2017 course coordinators presented by

Prof. Wade 10:00 am – 11:00 am, EMS building, room E495

***MS Exams***

Analysis MS Exam for returning UWM MS students

1:00 – 4:00 pm, EMS building, room 408

Email Prof. Zou to register for exam and more information ([ymzou@uwm.edu](mailto:ymzou@uwm.edu))

**Wednesday, August 23**

***Department of Mathematical Sciences Welcome and Orientation*** for all new Mathematical Sciences graduate students. Presented by Prof. Willenbring and Dr. Bourn. Lunch will be provided. 9:30 am – 11:30 am, EMS (Engineering and Mathematical Sciences) building, room E495

***Appointments with Graduate Advising Committee*** Each math/statistics student will attend a single individual session of 15 – 20 minutes. You will be contacted by Prof. Zou ([ymzou@uwm.edu](mailto:ymzou@uwm.edu)) about your advising time. 12:30 pm – 4:30 pm, EMS building, room E408

**Actuarial Science** students should set up a meeting with Prof. Brazauskas ([vytatas@uwm.edu](mailto:vytatas@uwm.edu))

**Atmospheric Sciences** students should discuss fall courses with their individual advisors.

## Thursday, August 24

### ***New International Graduate Student Orientation***

All international students who have an F-1 visa *must* attend an International Student Orientation. Information on health insurance and payroll will be discussed during the orientation.

8:30 am - UWM Golda Meir Library

**Register here:** <http://uwm.edu/cie/international-admissions/newly-admitted-students/international-student-orientation/>

### ***MS Exams***

Algebra and Statistics MS Exams for returning UWM MS students

1:00 – 4:00 pm, EMS building, room 408

Email Prof. Zou to register for exam and more information ([ymzou@uwm.edu](mailto:ymzou@uwm.edu))

### ***Faculty Executive Committee Meeting***

12:30-2:00PM EMS building, room E495

Chaired by Prof. Wade

## Friday, August 25

### ***Department of Mathematical Sciences Teaching Orientation: Session 1 (New TAs only)***

This is the first session of the teaching orientation program for new TAs and will be an overview of UWM developmental math courses and a discussion of good classroom practices. Presented by Dr. Xianwei Van Harpen. 9:00 am – 12:00 pm, EMS building, room E495

## Monday, August 28

### ***Department of Mathematical Sciences Teaching Orientation: Session 2 (New TAs only)***

This will be a continuation of the teaching orientation program for new TAs, with a focus on assessment. Presented by Drs. Van Harpen and Kohlmetz.

9:00 am – 11:30am, EMS building, Room E495

### ***Department of Mathematical Sciences Teaching Orientation: Session 3 (New TAs only)***

This will be a continuation of the teaching orientation program for new TAs, and will focus on practice teaching. Presented by Profs. McLeod, Drs. Bourn, Kohlmetz, Van Harpen, Mr. Dan Hackbarth and Mr. Steve Augustine. You will be contact by Dr. Van Harpen on your specific meeting location.

1:00 pm – 4:00 pm in EMS building, Location(s) Assigned:

EMS E130, EMS E140, EMS E145, EMS E150

## Tuesday, August 29

**D2L Training** for instructors who are new to using D2L for their course. Desire2Learn (D2L) is a Web-based course authoring tool which gives students easy online access to course information, grades, quizzes, and many other instructional features. **REQUIRED FOR ALL NEW TAs-** Optional for returning TAs.

**Register here:** <http://doodle.com/poll/7mucpqnf6zn9ig5t>

9:00 am – 11:00 am, EMS building, room E423

**Academic Staff policy orientation:** Prof. Wade ([wade@uwm.edu](mailto:wade@uwm.edu))

Mandatory meeting for all ad hoc lecturers, visiting assistant professors, probationary, and indefinite academic staff to discuss:

Policies and procedures

10:00 – 11:00 am

EMS E495

**Area Advising (general information presented by the research groups in the Department for ALL NEW AND RETURNING students),**

**Research Groups Meeting from 11:00 am – 11:30 am, EMS building,**

Analysis, [Room E424a](#)

Probability, [Room E416](#)

Topology, [Room E408](#)

**Research Groups Meeting from 11:30 am – 12:00 pm, EMS Building,**

Algebra, [Room E408](#)

Applied Math, [Room 424a](#)

Statistics, [Room E416](#)

**ALL TA policy orientation:** Prof. Wade ([wade@uwm.edu](mailto:wade@uwm.edu)) Mandatory meeting for all returning teaching assistants to discuss:

Introducing Job Willenbring 1:30 – 1:45 pm EMS E180

Policies and procedures 1:45 – 3:00 pm EMS E180

**Wednesday, August 30**

**Course Coordination Meetings**

All instructors must attend the meeting(s) on courses they are scheduled to teach.

**AtmSci 100** – Clark Evans ([evans36@uwm.edu](mailto:evans36@uwm.edu))

Lecture, online, and lab 1:00 – 2:00 pm EMS W434

**AtmSci 109** – Clark Evans ([evans36@uwm.edu](mailto:evans36@uwm.edu))

Course Policy 2:00 – 3:00 pm EMS W434

**ALEKS New Instructor training** – Leah Rineck ([lmrineck@uwm.edu](mailto:lmrineck@uwm.edu))

*Training for all instructors who have not used ALEKS and are teaching Math 94/98/105/108/116/117. Presented by Peggy Jenders, McGraw-Hill Higher Education ALEKS training*

9:00 – 11:00 am EMS E423

**Math 92/102** – Kelly Kohlmetz ([kellyk2@uwm.edu](mailto:kellyk2@uwm.edu))

Course Policy: 9:00 – 11:00 am EMS E145

Lunch: 11:00 – 12:00 pm EMS E495

Group work: 12:00 – 2:00 pm EMS E140

Online homework system: 2:00 – 4:00 pm EMS E425

**Math 94** – Leah Rineck ([lmrineck@uwm.edu](mailto:lmrineck@uwm.edu))

Flipped Course Instruction: 9:00 – 11:00 am EMS E130

Lunch: 12:00 – 12:30 pm EMS E495

Course Policy: 12:30 – 3:00 pm EMS E130

**Math 98/108**– Hayley Nathan ([henathan@uwm.edu](mailto:henathan@uwm.edu))

ALEKS Training: 11:00-12:00PM EMSE423

Lunch: 12:00 – 12:30 pm EMS E495

Course Policy: 12:30 – 2:30 pm EMS E495

**Math 105** – Dan Hackbarth ([hackbar6@uwm.edu](mailto:hackbar6@uwm.edu))

Lunch: 11:30 – 12:30 pm EMS E495

Course Policy: 1:30 – 3:30 pm EMS E145

<b>Math 115</b> – Suzanne Boyd ( <a href="mailto:sboyd@uwm.edu">sboyd@uwm.edu</a> )		
Course Policy:	9:00 – 11:00 am	EMS E425
<b>Math 116</b> – MJ Whiting ( <a href="mailto:whiting@uwm.edu">whiting@uwm.edu</a> )		
Lunch:	11:30 – 12:00 pm	EMS E495
Course Policy:	12:00 – 12:45 pm	EMS E408
<b>Math 117</b> – Steve Augustine ( <a href="mailto:augustin@uwm.edu">augustin@uwm.edu</a> )		
Lunch:	11:30 – 12:00 pm	EMS E495
ALEKS Training:	1:30 – 2:30 pm	EMS E423
Course Policy:	2:30 – 3:15 pm	EMS E408
<b>Math 175/176</b> – Xianwei VanHarpen ( <a href="mailto:vanharpe@uwm.edu">vanharpe@uwm.edu</a> )		
Course Policy	9:00 am – 11:00 am	EMS E424A
<b>Math 211</b> – Larry Schultz/Charlie Duff ( <a href="mailto:cement1@uwm.edu">cement1@uwm.edu</a> )		
Sections 405, 601-612	12:15 – 1:00 pm	EMS E145
<b>Math 211</b> – MJ Whiting ( <a href="mailto:whiting@uwm.edu">whiting@uwm.edu</a> )		
Section 406, 621-629	10:30 – 12:00 am	EMS W434
<b>Math 211</b> – Charlie Duff ( <a href="mailto:cduff@uwm.edu">cduff@uwm.edu</a> )		
Sections 406, 631-636	12:15 – 1:00 pm	EMS E145
<b>Math 231</b> - Rebecca Bourn ( <a href="mailto:bourn@uwm.edu">bourn@uwm.edu</a> )		
Course Policy:	10:00 – 11:00 am	EMS E416
<b>Math 232/233</b> - Rebecca Bourn ( <a href="mailto:bourn@uwm.edu">bourn@uwm.edu</a> )		
Course Policy:	12:00 – 1:00 pm	EMS E416
<b>Gateway TA's</b> - Rebecca Bourn ( <a href="mailto:bourn@uwm.edu">bourn@uwm.edu</a> )		
Training:	11:00 – 11:30 pm	EMS E416
<b>MthStat 215</b> – Steve Augustine ( <a href="mailto:augustin@uwm.edu">augustin@uwm.edu</a> )		
Course Policy:	9:00 – 11:00 am	EMS E408
Online homework system	12:00 – 1:30 pm	EMS E425
<b>Online Course instructors</b> – Suzanne Boyd ( <a href="mailto:sboyd@uwm.edu">sboyd@uwm.edu</a> )		
<b>All instructors of all online sections.</b>		
Course Policy:	3:30 – 4:30 pm	EMS E416

**Department Photos** Have your photo taken for our department website and directory posted outside of the main office. This is required for anyone who does not have an existing photo on file.

10:00 am – 3:00 pm, EMS building, Room E495

**Copier and Printer Training- Scanning** Learn how to properly use the new copier printers in the main office.

9:30 am – 11:30 am presented by: Certified Canon Copier Rep

12:00-4:00PM ([every half hour](#)) presented by Front Office Staff - EMS building, Room E403

Thursday, August 31, 2017

**Preparing for the first week of class**, Drs. Van Harpen, Kohlmetz, Mr. Hackbarth  
**Mandatory meeting for all ad hoc and TAs NEW to Math 105**  
9:30 am – 12:00 pm, EMS building, Room E145 & E159

**New Grad Student Orientation:**

**Mandatory for ALL new Graduate Students – MUST Register**

Hosted by the Graduate School

Zelazo Performing Arts Center

11:00AM – 6:00PM

<https://uwm.edu/graduateschool/event/fall-2017-new-graduate-student-orientation/>

Friday, September 1- *Free day*

Tuesday, September 5 - *First day of Classes!*

**Additional Information about Orientation Schedule (FOR NEW TA SCHEDULE ONLY):**

- 1) **University-wide Teaching Assistant Orientation and Teaching Conference:** The UWM Center for Excellence in Teaching and Learning (CETL) runs a university-wide teaching and orientation conference for all new TAs. The conference lasts all day on **Monday, August 21<sup>st</sup>** and all morning on **Tuesday, August 22<sup>r</sup>**. Attendance is mandatory. As soon as possible students should complete CETL's online registration at: <http://uwm.edu/cetl/programs/orientations/gta-orientation/>
- 2) **International Student Orientation:** International students beginning their studies at UWM frequently have special questions and requirements that need to be addressed. To aid in your transition, the Center for International Education has organized a pair of day-long orientation program for international students—all new international students must attend one of them. **You will need to sign up for the orientation on Thursday, August 24.** In preparation for this event, students should check in at the ISSS office (Garland Hall 138) **before August 24** with all immigration documents, letter of offer of employment, and ISSS letter. **More information about orientation:**  
<https://uwm.edu/cie/international-admissions/newly-admitted-students/important-dates/>
- 3) **Appointments with Graduate Advising Committee:** Each new mathematics, statistics, and actuarial science graduate student will meet individually with a panel of Mathematical Sciences faculty. The topic of discussion will be your course schedule for the 2017-18 academic year. By now you should have already registered for Fall classes. The panel will discuss your schedule and make sure you have made appropriate choices—they may make changes! Be prepared to discuss your mathematical background. Consider bringing a list of textbooks from your undergraduate courses—especially courses in analysis, and abstract or linear algebra. You may even wish to bring those books. Individual appointment times will be emailed in the near future. Atmospheric Sciences students should discuss their course schedule with their individual advisors.
- 4) **Department of Mathematical Sciences Teaching Orientation:** Our department makes a substantial effort to get all instructors ready for the classroom. This orientation involves three sessions; the first session is an introduction to developmental math course and good classroom practices, the second session covers teaching assessment; the third session involves practice teaching.
- 5) Other items on the schedule are either self-explanatory, or will be explained during the course of the other orientation meetings. We in the Department of Mathematical Sciences look forward to meeting all of you soon!
- 6) **Distribution of Office Keys:** New employees and individuals who received a new office assignment, please see Jane Miles [August 21 through September 1, 8:00am – 4:30PM, EMS E403](#)