

New Instructor Orientation

Presenter:

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September 17, 2020



Jeff Ludwig



UCI IRVINE | DEPARTMENT OF
MATHEMATICS

Whom to ask questions

- Jezelle Rabbath (teaching logistics, student enrollment, classrooms)
- Kate Haubert (questions regarding TAs, graders)
- Ingrid Richey, located in Rowland Hall 340 suite
- Jeff Ludwig (anything)
- Zhiqin Lu (Vice Chair for Undergraduate Studies)
- Physical Science Student Affairs Counselors in RH 134
- oit@uci.edu (technical help w/Canvas, online resources)



Jezelle

Kate

Ingrid



Zhiqin

Jeff

Where to get important info?

- UCI academic calendar (1st day of classes, holidays, deadlines)
<https://www.reg.uci.edu/calendars/quarterly/2020-2021/quarterly20-21.html>
- WebSoc (class times and classroom locations, somewhat accurate enrollment numbers, final exam times): <https://www.reg.uci.edu/perl/WebSoc/>
- MyClasses (whole-class email) <https://grandcentral.eee.uci.edu/classes>
- Sample course syllabi from the math department website:
<https://www.math.uci.edu/courses-instruction/course-syllabi>
- Canvas UCI Learning Management System: <https://sites.uci.edu/canvas/use-canvas/>
- Academic Integrity: <https://aisc.uci.edu/faculty-staff/academic-integrity.php>
- Remote Teaching: https://www.math.uci.edu/~remote_teaching/

To reach
this screen:
WebRoster
then click
on the
course code
then click
on “Show
options &
seating”

Click this box to see the
emails of the students
in the waitlist, to
include them in your
email announcements

← → ↻ reg.uci.edu/perl/RosterList

✉ : [CONTACT US](#) : [FAQ](#) MONDAY, SEP 16, 2019

UCI University Registrar

Search Registrar site: [GO»](#)

[UCI Home](#) : [Schedule of Classes](#) : [WebReg](#) : [StudentAccess](#) : [WebAdmin](#)

- [Important enrollment deadlines and procedures. \(details\)](#)
- [New grading policy regarding Incomplete Grades, beginning Fall 2010. \(details\)](#)

[Log out](#)

WebRoster Listing Logged in by UCI/NACS campus system

Show: (font size 120 %)	Sort by:
<input checked="" type="checkbox"/> Student ID	<input type="radio"/>
<input checked="" type="checkbox"/> Student Name <input checked="" type="radio"/> Last,First <input type="radio"/> First,Last	<input checked="" type="radio"/>
<input type="checkbox"/> Course Code or Number <input checked="" type="radio"/> Code <input type="radio"/> Number/Sect	<input type="radio"/>
<input type="checkbox"/> Email Address <input type="checkbox"/> UCInetID	<input type="radio"/>
<input type="checkbox"/> Major	<input type="radio"/>
<input checked="" type="checkbox"/> Class Level	<input type="radio"/>
<input checked="" type="checkbox"/> Grade Option	<input type="radio"/>
<input type="checkbox"/> Enrollment Units	<input type="radio"/>
<input type="checkbox"/> Used Authorization	<input type="radio"/>
<input checked="" type="checkbox"/> Notes	<input type="radio"/>

☐ Hide this menu

Include special status students:

<input type="checkbox"/> On waiting list	<input type="checkbox"/> Missed fee deadline
<input type="checkbox"/> Dropped after 6th week	<input type="checkbox"/> Dropped any time

Randomized [Seating](#)

Room	-- Select a Room for Seating --
<input type="checkbox"/> Reserve left-handed seats	<input type="checkbox"/> Force new random seed
Additional seats needed: 0	

Redisplay Roster

Attendance Sheet

Display Tabbed Text

Clicker Format

PDF Photo Roster

Setting up your class

- First lecture is Friday, October 2, 2020. Discussion section on Thursday, October 1, 2020 is typically not held. Email your students to let them know.
- Your class should have a website on Canvas.
- This page provides links to webpages from several of our courses

<https://www.math.uci.edu/courses-instruction/course-homepages>

- Jezelle Rabbath can tell you what textbook your course will use, and Ingrid Richey in RH 340 can help you check out a textbook.

Prior to Winter 2019, you could access most course websites through WebSoc. Some linked websites are only available to enrolled students.

You can see (previous and) current instructors here.

Click on the room location to see if it has a blackboard or a whiteboard, so you can take appropriate writing materials to class.

← → ↻ <https://www.reg.uci.edu/perl/WebSoc/>

44297	Dis	72	0	STAFF	TuTh	1:00- 1:50p	MSTB 124		59	59	0	62	A	Bookstore	Waitl
44298	Dis	73	0	STAFF	TuTh	5:00- 5:50p	SH 128		59	59	0	64	A	Bookstore	Waitl

Math 2D MULTIVAR CALCULUS (Prerequisites)

Enrollment in Math 2D will be restricted to majors in the schools of Physical Sciences, Engineering, and Information and Computer Sciences and Undecided/Undeclared until 12:00pm on September 21.

Code	Type	Sec	Units	Instructor	Time	Place	Final	Max	Enr	WL	Req	Rstr	Textbooks	Web	Status
44355	Lec	A	4	HEZARI, H.	MWF 3:00- 3:50p	HH 178	Mon, Dec 10, 4:00-6:00pm	114	113	0	165	A	Bookstore		OPEN
44356	Dis	10	0	STAFF	TuTh 1:00- 1:50p	MSTB 124		57	57	0	64	A	Bookstore		Waitl
44357	Dis	11	0	STAFF	TuTh 5:00- 5:50p	MSTB 124		57	56	0	57	A	Bookstore		OPEN
44360	Lec	B	4	JESSIE, D.	MWF 1:00- 1:50p	ELH 100	Wed, Dec 12, 1:30-3:30pm	214	201	0	268	A	Bookstore		OPEN
44365	Dis	20	0	STAFF	TuTh 8:00- 8:50	SH 128		60	48	0	58	A	Bookstore		OPEN
44370	Dis	21	0	STAFF	TuTh 10:00-10:50	HICF 100M		47	47	0	59	A	Bookstore		Waitl
44372	Dis	22	0	STAFF	TuTh 2:00- 2:50p	DBH 1500		60	59	0	70	A	Bookstore		OPEN
44374	Dis	23	0	STAFF	TuTh 4:00- 4:50p	HICF 100M		47	47	0	51	A	Bookstore		Waitl
44380	Lec	C	4	KARAMI, A.	MWF 8:00- 8:50	PCB 1100	Mon, Dec 10, 8:00-10:00am	221	184	0	210	A	Bookstore	Web	OPEN
44381	Dis	30	0	STAFF	TuTh 1:00- 1:50p	DBH 1500		58	58	2	60	A	Bookstore		Waitl
44382	Dis	31	0	STAFF	TuTh 3:00- 3:50p	SSTR 103		58	36	0	33	A	Bookstore		OPEN
44383	Dis	32	0	STAFF	TuTh 9:00- 9:50	SST 220A		58	48	0	48	A	Bookstore		OPEN
44384	Dis	33	0	STAFF	TuTh 12:00-12:50p	HICF 100M		47	42	0	35	A	Bookstore		OPEN
44386	Lec	C1	4	YU, Y.	MWF 9:00- 9:50	RH 306	Wed, Dec 12, 8:00-10:00am	40	35	0	83	A	Bookstore		OPEN
44387	Dis	35	0	STAFF	TuTh 9:00- 9:50	RH 306		40	35	0	58	A	Bookstore		OPEN
44390	Lec	D	4	KARPUKHIN, M.	MWF 4:00- 4:50p	HH 178	Wed, Dec 12, 4:00-6:00pm	101	96	0	118	A	Bookstore		OPEN
44395	Dis	40	0	STAFF	TuTh 1:00- 1:50p	SST 120		47	44	0	52	A	Bookstore		OPEN
44400	Dis	41	0	STAFF	TuTh 5:00- 5:50p	ICS 180		54	52	0	53	A	Bookstore		OPEN
44401	Lec	E	4	SIMONYAN, A.	MWF 5:00- 5:50p	SSL 290	Wed, Dec 12, 10:30-12:30pm	105	98	0	122	A	Bookstore		OPEN
44402	Dis	50	0	STAFF	TuTh 2:00- 2:50p	DBH 1300		50	49	0	50	A	Bookstore		OPEN
44403	Dis	51	0	STAFF	TuTh 5:00- 5:50p	MPAA 330		55	49	0	51	A	Bookstore		OPEN

Math 2E MULTIVAR CALCULUS (Prerequisites)

Enrollment in Math 2E will be restricted to majors in the schools of Physical Sciences and Engineering until 12:00pm on September 21.

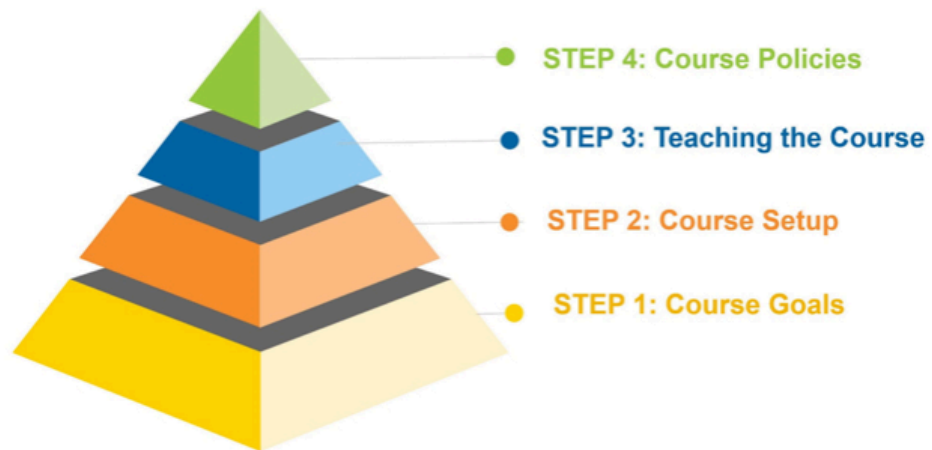
Code	Type	Sec	Units	Instructor	Time	Place	Final	Max	Enr	WL	Req	Rstr	Textbooks	Web	Status
44405	Lec	A	4	TABRIZIAN, P.	MWF 11:00-11:50	HH 178	Fri, Dec 14, 8:00-10:00am	118	118	12	184	A	Bookstore	Web	Waitl
44410	Dis	10	0	STAFF	TuTh 11:00-11:50	DBH 1500		59	59	8	82	A	Bookstore		Waitl
44413	Dis	11	0	STAFF	TuTh 2:00- 2:50p	MSTB 124		59	59	5	64	A	Bookstore		Waitl
44415	Lec	B	4	SETO, S.	MWF 1:00- 1:50p	RH 104	Wed, Dec 12, 1:30-3:30pm	118	116	0	175	A	Bookstore		OPEN

UCI Department of Teaching Excellence and Innovation (DTEI)



Welcome

FOUR STEPS TO REMOTE TEACHING



You have to take this mandatory training before teaching:

A 4-step Approach to Remote Teaching

<https://zotmail.oit.uci.edu/ZotMailArchives.aspx>

Click on each syllabus element to learn more about what you should include in each section.

Take a look at the [Syllabus Checklist](#) to determine what to include in the syllabus.

Course Description

Course Goals

Course Requirements

Student Support Resources

Assignment Description

Grading Methods

Course Policies

Course Schedule

Course Schedule Tips & Tricks

Help students stay on track with their learning pace by listing all course events here including video links, Zoom meeting schedule, homework, etc. View a [sample](#) of the [Course Planning Worksheet](#) for details.

Course Grade Components

- You might not have a homework grader. Keep that in mind when deciding how much to weight homework. Some classes do not have a TA either.
- All undergrad classes should have quizzes, usually administered by the TA. At least 4 per quarter, and probably more like 6.
- Suggestion: drop the lowest quiz and lowest homework.
- Canvas allows for online quizzes which are automatically graded.
- Typically attendance is not part of the course grade.
- Possible breakdown (for normal in-person teaching classes): Final 40%, Midterm(s) 30%, Quizzes 10%, Homework 20%.

For remote teaching, the weight of the exams should be lower

- The final exam should count for at least 35% of the final grade.

Sample language from my Syllabus

- Following the UCI academic integrity policy is a requirement to pass this class: <https://aisc.uci.edu/>
- The class will not be curved in a traditional sense. However, if one of the exams proves to be more difficult than anticipated, the scores may be adjusted upwards.
- Even if you are on the waitlist for the class, you're responsible for completing the same assignments as the rest of the class.
- No makeup exams or quizzes will be offered. If you miss a midterm, the final exam will be reweighted.
- You are responsible for checking your UCI email regularly.

Grading

- I usually use the following: A 93-100%, A- 90-93%, B+ 87-90%, etc. I don't promise any A+ grades, but often I give 1 or more.
- Approximate grade distribution suggested by the department:
20% A, 25% B, 30% C, 15% D, 10% F
- D- and above is passing, but certain courses require a grade of C- or better in the prerequisite courses (check prerequisites on websoc)
- Students with a grade of F to C- can choose to retake the class, but have low priority for re-enrollment. Students with a C or better cannot retake the class.

Working with TAs

- Your TA is listed on WebSoc. Add the TA as an assistant to Canvas.
- Ask the TAs to update you on what they did in discussion section. Do the same: If you fall behind in the syllabus, let your TA know.
- TAs are expected to work approximately 20 hours per week on paper. Typically the work about 10 hours per week and do not attend lecture.
- TAs can write quizzes (but it's not necessarily a good idea). If your TAs write quizzes, offer to provide feedback before copies are made.
- You should write the midterm and final
- You must grade the midterms and final together with the TA
- The TA is not responsible for making important decisions in the class (including handling academic integrity issues. For help, contact Jezelle.)

Student privacy

- Always err on the side of respecting student privacy.
- Even emailing a seating chart to the students is not allowed.
- The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- ID numbers and grades are private.
- Even if you have a high school student in your class and their parents contact you, do not release any information without written consent from the student.

Logistics (for in-person teaching only)

- Supplies (like markers, chalk, and erasers) are available in RH 340.
- The most reliable copiers are in the basement of Reines Hall. They are available from 7:00am-4:30pm.
- You need to log in to the Reines Hall copiers using your uci login name and a special password (not your usual UCI password).
- You can set up your account in advance, in the copy center, once the department releases the copy code for the quarter.
- There are math department copiers in RH 410A. Same login requirements. Also a color printer in RH 410A.

Missing a class

- Canceling a class is not an option for undergraduate courses. Have a “teaching buddy” who can cover for you if you’re sick. Let the Vice Chair know who will be replacing you.
- Absences of 7 days or more should be approved in advance
- People who do not have a teaching appointment (such as graduate students) are not considered an appropriate substitute.
- But swapping a class with your TA is often a good solution. (You do your lecture during the discussion time, while the TA holds discussion during the lecture time).

Random advice (for in-person teaching only)

- Announce important information both over email, and in class.
- Start on time and end on time, even if you're in the middle of a proof.
- Consider skipping any proof that you don't expect the students to understand.
- Set the tone on the first day. Encourage participation early.
- Think something is obvious? Ask the students. (And don't say you think it's obvious.)
- Set reasonable expectations for your TA. Discuss them clearly and in advance.
- Talk to current/previous instructors of the course for ideas and as being possible subs.

Exam writing advice (for in-person teaching only)

- Resist the urge to write clever exam questions... make sure the wording is completely clear and similar to what they've seen on the homework.
- That doesn't mean giving them the same problems, just use precise wording. Many of our students are not native English speakers.
- Clearly explain what you want (e.g., how much the answer should be simplified, how much justification is needed)
- Include a couple of easier problems (to avoid having a terrible average) and some harder questions to differentiate the stronger students.
- Avoid problems with too many parts that build on each other.
- True/False questions are great. Consider requiring an explanation.

Possible scenarios

- A student asks for permission to get off the wait list.
- A student ask for notes or solutions to be posted online.
- A student misses an exam (with or without prior notice).
- A student emails saying they need a higher grade.
- The students do terribly on an exam (or they do too well).
- You catch a student cheating.
- One of your students is registered with the Disability Service Center (DSC).

Syllabus

- Stay within a couple of lectures of pacing because of Webassign
- *Two* midterms (dates flexible)
- Don't skip topics

Math 2A suggested syllabus 2019–20 academic year (based on 29 lectures)

Text: Stewart, *Calculus: Early Transcendentals* or *Single Variable Calculus: Early transcendentals*, 8th Edition or UCI Custom Edition, 8th Edition.

Lecture	Section	Topic
1	1.1, 1.2, 1.3	Four ways to represent a function, Mathematical models, Transformations of graphs
2	1.4	Exponential Functions. Start 1.5.
3	1.5	Inverse Functions and logarithms
4	2.1, 2.2	Tangent and Velocity Problems, Limit of a Function
5	2.3	Calculating Limits from Limit Laws
6	2.5	Continuity
7	2.6	Limits at Infinity, Horizontal Asymptotes
8	2.7	Derivative and Rate of change
9	2.8	Derivative as a function
10		Review
11		Midterm #1
12	3.1, 3.2	Derivative of a Polynomial and Exponential Function, Product and Quotient Rules
13	3.2, 3.3	Derivative of Trigonometric Functions
14	3.4	Chain Rule
15	3.5	Implicit Differentiation
16	3.6, 3.8	Derivative of Inverse Trigonometric Functions

Grade Breakdown

- Final Exam 35%
- Two Midterms 20% each
- Quizzes in discussion (at least 6, drop one) 10%
- Worksheets in discussion (for completion/groupwork) 5%
- Webassign 10%

Discussion Classes and TAs (for in-person teaching only)

- Communicate regularly with your TA(s)
- Might want to have them do certain examples if you don't have time
- At least 6 quizzes (10-15 mins), graded by TAs
- Quizzes usually written by TAs; check these. Write yourself if TAs are inexperienced
- TAs staff Tutoring Center (RH 592/4) instead of holding office hours
- TAs provided with worksheets to encourage groupwork/attendance (5% grade)

Cheating (for in-person teaching only)

- Check IDs
- Seating charts (WebRoster)
- Multiple versions of tests (print different colors)
- Proctor vigilantly
- *Never* reuse exams!
- If unsure what to do, talk to co-ordinator

Thank you!

- Please ask during the year whenever questions come up.
- We will email these slides to you later.