Facilities and Equipment

Keys and “Buzz Cards”

You should have one all-purpose key, which will open your office, the outside doors, classrooms, computer labs, and the “public” areas in the Skiles Classroom Building. Keys may be obtained from Jan Lewis in room 235B.

Your key will also open the first and second floor stairwell doors in Skiles, which are locked after hours. However, it is recommended that you keep your Buzz Card (the all-purpose Georgia Tech identification card) with you at all times as well. The Buzz Card can be used to open outside doors and stairwells, the computer labs, and outside restrooms (on the breezeway) after hours. Your key does not unlock the outside restrooms.

You may obtain a Buzz Card from the Buzz Card Center located in the Bookstore Mall near the Student Center. You will be required to present a copy of your Personal Services Form, which Joanne Cook in Room 117 can provide. After obtaining the Buzz Card, new faculty should see Jan Lewis in Room 235B to have their Buzz Card programmed for the Skiles Building.

It is unwise to leave your office door unlocked when you are away, even during the workday, and it is recommended that you deadbolt your office door at the end of the day, which can be done with one turn of your key.

Faculty Lounge

Room 236 is our faculty lounge and quasi library. The lounge contains some books, journals, and other publications, as well as a bulletin board.

The lounge also contains a refrigerator and microwave oven for the use of the faculty, staff, and graduate students.

The cost of the coffee, and also of the spring water, available in the lounge must be borne by their users; so we ask that you contribute when using either.

Copying Machines

Three copying machines are available in Room 225. Report any problems with these machines to Karen Hinds.
Office Supplies

General office supplies can be obtained from Karen Hinds in room 234.

Computing Facilities

Lew Lefton (Skiles 159) has overall responsibility for our computing facilities. Faculty members may obtain applications for accounts on our UNIX-based Sun computer system from our System Administrator, Diego Remolina (Skiles 158). The computers in room 157 are available to be used by faculty members, as well as graduate students and visitors. A large amount of information concerning our computing system—including lists of public machines and public printers, numbers for dial-in lines, and the editors and mail readers available—can be accessed using links on the School’s internal homepage at http://www.math.gatech.edu/resources/internal/. Manuals and hard copies of documentation are available in room 157.

Library

The Library and Information Center's home page is located at www.library.gatech.edu. There you will find instructions on setting up a GTEL (Georgia Tech Electronic Library) ID, along with detailed information on the services offered by the library. These services include:

**Circulation** - Books may be checked out for up to one semester. They may be recalled at any time if needed for Reserves or after three weeks if needed by another researcher. Journals do not check out. Journals published before 1980 are in storage; request them from the Circulation Desk for immediate retrieval.

**School of Mathematics Information consultant** - Pat Johnston at 894-1393 or pat.johnston@library.gatech.edu

Parking

Vehicles parked on campus, other than in visitors’ lots or locations with parking meters, must have a Georgia Tech registration. The Parking Office has initiated a new web-based system that allows faculty, staff, and students to register online for their annual parking permits.

For general information, please visit Parking’s web page at www.parking.gatech.edu.

Office of Human Resources

Each new Georgia Tech teaching assistant or research assistant must complete new employee paperwork (tax forms, Form I-9, Personal Data Form, benefits forms, etc.) at the Office of Human Resources (4-3245) before being paid. Ms. Genola Turner is our principal liaison with this office which is located at Fowler and Eighth Streets.

It is the international student’s responsibility to make sure that the visa status and right to work is approved and current.
Campus Police

For emergencies on campus, phone the police at 4-2500 rather than calling 911.
Staff Support

**Joanne Cook** (Room 117D)
Hiring packages, promotion and tenure packages, faculty visa requests, curriculum vitae, hotel reservations, faculty job candidate arrangements, general typing.

**Celia Grams** (Room 235C)
Coordinator for textbooks, grades, class rolls, locker assignments, online course/instructor opinion survey (C IOS), and Banner. Weekly seminar and colloquium scheduling and coordination of the yearly Stelson Lecture seminar. Scheduling of classrooms for special functions. Assists Undergraduate TA Coordinator (Rena Brakebill), faculty handbook, backup central office receptionist, general typing.

**Toya Hampton** (Room 118B)
Assistant to Dr. Leonid Bunimovich, Director of SAAC, and to financial manager, Jim Woodruff. Travel reimbursements and visitors’ expenses.

**Karen Hinds** (Room 234)
Central office receptionist, copier operation and maintenance, FedEx and outgoing mail preparation, FAX transmittals, Lost & Found, office supplies, copying of exams, audio-visual equipment coordination, general typing.

**Jan Lewis** (Room 235B)
Oversees administrative operations, facilities and custodial, key control, Buzz Card access, telephone service and repair, vacation/sick leave reporting, equipment inventory, visitor office space and parking.

**Diego Remolina** (Room 158)
Network administration, setting up of computer accounts and technical support, backup on Buzz Card access system.

**Annette Rohrs** (Room 201)
Development and maintaining of the School of Mathematics’ web pages, technical typing, proposal preparation and deliverables, including electronic submissions. Liaison to the Office of Sponsored Programs. Available Monday, Wednesday, and Friday.

**Lorraine Ruff** (Room 102C)
Assistant to Dr. Jack Hale (retired faculty) for continuing work, and to Dr. Konstantin Mischaikow in the Center for Dynamical Systems and Nonlinear Studies. Journal coordination, general typing, and other assistance.

**Genola Turner** (Room 218B)
Assistant to the Associate Chairs for Graduate and Undergraduate Studies, and the Director of Advising and Assessment. Student academic records, coordination of student employment paperwork, student visa requests. Copying, general typing, and other assistance.

**Christine Weinberg** (Room 117C)
Assistant to the Chair. Scheduling and coordination of meetings and conferences, annual reports, general typing and assistance, coordination of office cleaning requests and backup to administrative manager (Jan Lewis) for Facilities matters.

**Jim Woodruff** (Room 118A)
Oversees financial operations, budget preparation, administration for state and sponsored accounts, operating supplies, and expense accounts. Liaison with Payroll, Grants and Contracts.
Communications

E-Mail and the World Wide Web

E-mail privileges and responsibilities are governed by the Georgia Tech Computer and Network Usage Policy, which is supplemented by the Georgia Tech Worldwide Web Policy and Guidelines. Details may be found at: http://www.math.gatech.edu/resources/internal/.

Please report problems with e-mail or computers to support@math.gatech.edu.

Questions about our web pages can be addressed to webmaster@math.gatech.edu.

Telephone

Campus calls—Simply dial the last five digits of the campus telephone number. For telephones within the School these are either 4-xxxx (for 894-xxxx) or 5-xxxx (for 385-xxxx).

Local calls—Dial 9 to obtain an outside line, then all 10 digits of the number, including the area code.

Long Distance and International Calls—You must use a phone card or a credit card. (It is not possible to reimburse the School for calls charged to one of our numbers.)

Note: Anyone leaving the School, either temporarily or permanently, who wishes to have mail forwarded should give written instructions to include an email address and/or a telephone number to Karen Hinds.
Publications

Colloquium and Seminar notices are posted on the School of Mathematics internal web page at http://www.math.gatech.edu/internal/.

Travel

There is a program that provides GTRC/CoS travel supplements for doctoral students to present papers at national and international meetings. This program is coordinated with a program of the Graduate Student Senate, which also helps with travel for doctoral students and has its own request forms. This office is in room 131 of the Student Services Building, or you may call (404) 894-2814. You should also check with Dr. Evans Harrell (Room 218D, harrell@math.gatech.edu) about this program.

If you are a teaching assistant, please read the absence policy in the teaching information section.

Institute for Mathematics and Its Applications

Georgia Tech is a participating institution in the Institute for Mathematics and Its Applications (IMA), and there are both School and IMA funds earmarked to assist Georgia Tech faculty and graduate students attending IMA programs.
Teaching Information for ALL Instructors

If you have not received your teaching assignment for the term, please contact Ms. Rena Brakebill (Skiles 229, brakebil@math.gatech.edu). You will be asked to fill out a teaching preference form for each term.

On each of the first several days, please ask the students to check their schedules to make sure they are in the correct class. This is especially important in classes with multiple sections. (We usually need to make some last-minute changes in the schedule; so you may wish to doublecheck on your own teaching assignment.) The official schedule with any changes will be posted in the north hall of the second floor. It is important that students be aware that they cannot add any classes after the registration period is over.

Electronic class rolls can be found on the OscarWeb at https://oscar.gatech.edu/ and on the School of Mathematics internal page at http://www.math.gatech.edu/resources/internal.

Electronic class rolls are updated daily until two weeks after classes start and can be found on the web at http://www.math.gatech.edu/resources/internal/. If you are accessing this from home, you will need the following information:

  Userid:  gtmath
  Password:  GT-Math

Hard copies of the class rolls will be distributed about a week after classes begin, and probably should be checked again at that time.

If your name is listed on OscarWeb as an instructor for the course, you can access the class rolls on OscarWeb by selecting the ‘Secured Access Login’ option. Some of you are working with new faculty member, so you may not be able to access the class rolls on the OscarWeb during the first few weeks of classes. You will need to get the electronic class rolls on our internal page.

Undergraduate students must take the following courses for letter grades – 1501, 1502, 1711, 1712, 2401, 2403, 2601, and 2602. A student may accidentally register for 2401, 2403, 2601, and 2601 for P/F basis or audit basis. This does not happen very often because the default is the letter grade basis. We have had one or two students a year who registered for the wrong basis. Instructors of these courses should check the basis on the electronic class rolls before the end of registration and advise the students to change the basis if needed.

A large amount of additional material, such as sample tests, lecture notes, and computer explorations, is available for the core curriculum courses: MATH 1501, 1502, 1711, 1712, 2401, 2403, 2601, and 2602 at http://www.gatech.edu/~bourbaki.

An “overload” is permission, granted by the School, for a student to register for a class which has been closed due to a limit on its enrollment. The granting of overloads for mathematics courses is handled by Ms. Rena Brakebill, and often involves checking the student’s schedule and other information. Requests for overloads are submitted by students on the web. If a student
approaches you about an overload into a class you are teaching, please refer the student to the overloads link on the math homepage at http://www.math.gatech.edu/.

(Telling the student that “it’s OK with me” tends to make managing this process more difficult.)

Most of our first- and second-year courses are taught in the lecture/recitation format. In almost all of these the lead instructor gives three lectures each week—on Mondays, Wednesdays, and Fridays—while recitation sessions are conducted on Tuesdays and Thursdays by teaching assistants (TAs). These recitation TAs are either graduate students or undergraduate students. Some classes will have up to 45 students and a single recitation TA, while others may be as large as 175 with five recitation TAs.

**The key to making this system work is close coordination between the lead instructor and the recitation TA(s).**

A set of lockers is available in the south hall for use by faculty and teaching assistants. These provide a place to put examinations to be graded or returned. Locker assignments may be obtained from Ms. Celia Grams.

**Academic Misconduct** is any act that does or could improperly distort student grades or other student records. Section XVIII, Student Conduct Code, of the Rules and Regulations section of the Georgia Tech General Catalogue lists some of the acts that come under this description. This section of the catalogue also contains the Georgia Tech Honor Code, which lists both student and instructor responsibilities. General information on the Honor Code can be found at http://www.honor.gatech.edu/. Instructors should report instances of academic dishonesty to the Office of the Dean of Students. In general, it is not a good idea to try to impose a punishment such as lowering a score or a grade for an act of academic misconduct, since this could lead to questions of due process or equitable treatment. For advice on such matters contact Dr. Evans Harrell.

Georgia Tech has a **Student Computer Ownership Policy**, which requires each student to own a computer. This policy contains minimum platform requirements for either IBM-PC-compatible systems or Macintosh systems, and recommended (although apparently not absolutely required) software, including Maple and Matlab. General information on this policy can be found at http://www.sco.gatech.edu.

It is the policy of the School of Mathematics to save all final exams and accompanying grading schemes for a period of **at least one year**. When instructors leave Georgia Tech, their final exams and grading schemes should be turned in to Ms. Celia Grams in case questions arise later.

The Georgia Tech Center for the Enhancement of Teaching and Learning, CETL, was established in 1986 to support the faculty of Georgia Tech in their efforts to improve the teaching and learning environment on our campus. One of its missions is to coordinate the **Course/Instructor Opinion Surveys**, which are now to be completed online by the students. The process allows for both a midterm and final survey. The midterm survey results are for the purpose of instructor feedback and are available only to instructors and occasionally to selected
CETL personnel. The final survey has a full range of questions and is used for a variety of purposes, including instructor feedback, course critique data, statistical reports for department chairs and deans, and overall Georgia Tech statistics.

If you are a new TA in the School of Mathematics, you are required to attend the CETL Orientation, the School of Mathematics Orientation, and the TA Development seminar. Topics include teaching techniques, learning styles, grading, and midterm evaluations. First year international TAs may also be required to attend the Language Proficiency Class taught by Ms. Cathy Jacobson (Skiles 221, jacobson@math.gatech.edu).

Each new TA will be given a copy of *Teaching Mathematics* by Thomas W. Rishel. Returning TA who wishes to have a copy of this handbook should contact Ms. Rena Brakebill.

**Absence Policy**

*If you have an emergency and cannot meet your class, you must contact the School of Mathematics at 404-894-2700, 404-894-5227, or 404-894-2701. If you get a voicemail, try a different number until you get someone on the line. Recitation TAs must also notify lead instructors.*

*If you are absent from teaching or your Math/Computing Lab session, you must fill out a TA Absence form in Ms. Celia Gram's office.*

*If classes are to be missed for other reasons, such as professional travel, it is the instructor’s responsibility to arrange to have those classes covered by a colleague. In these cases, you must complete the Travel Authority Request form and get Dr. Evans Harrell’s approval prior to your absence. Please indicate on the Travel Authority Request form what plans have been made for the classes you will miss, since questions may arise in your absence, and colleagues have been known to forget arrangements to which they have agreed.*

**Teaching Information for Lecture Instructors**

A lecture instructor (lead instructor) for Math 1113, 1501, 1502, 2401, 2403, 2601, or 2602 will be assigned a recitation TA. In addition to teaching recitation sessions, the recitation TA is expected to help the lead instructor grade homework, quizzes, tests and the final exam and proctor the final exam if he/she is not taking the exam at the same time. Each recitation instructor is expected to work one hour a week in either the Math Lab or the Computing Lab and hold a minimum of one hour a week for office hours. (Lecture instructors do not have to work in the Math/Computing Lab.)

On the first day of classes, or as soon as possible thereafter, you should be prepared to distribute a *syllabus*, including an outline of the course coverage, the text, (tentative) test dates, makeup policies, any special projects, and your grading scheme. Also include your office location, office phone number, e-mail address, office hours, etc.
Dr. Evans Harrell will assign you a teaching mentor.

**Quizzes and Examinations**

Various Institute policies relate to performance evaluation of students, including tests. These include the following:

1. For all first year courses, a student should receive some performance evaluation prior to the last date by which a student can drop a course (Sept 28, 2001, for fall semester, 2001).

2. Quizzes should not be given later than one week prior to the final examination period for the course involved, nor should they be given after Wednesday of the week preceding final exams. All quizzes should be graded and returned on or before the Friday preceding final exam week.

3. Each regularly scheduled lecture course of the Institute shall have a final examination which is to be administered at the time specified in the official final examination schedule as distributed by the Office of the Registrar. An additional conflict exam period may be offered during exam week by the instructor (for extra large classes) but cannot be the required period for taking the exam. Such an arrangement must be approved by the Chair in advance.

   a. **Degree candidates are not exempt from taking final examinations in the term of graduation.**

   b. A change in the period for a final examination for an individual student will not be permitted, ordinarily; but such change may be allowed for hardship cases at the discretion of the instructor. The request for a change must be justified in writing by the student and should be submitted to the instructor prior to final examination week. It should be noted that taking two exams on the same day is not considered a hardship case.

   c. Requests to change a class examination time must be submitted to the chief academic officer of the department of instruction (Chair) for approval or disapproval no later than one week before the beginning of final examinations. Any such request must have unanimous approval of the class as shown by secret ballot, as well as approval by the instructor of the class.

   d. In the event a student has two examinations scheduled for the same period, the conflict shall be resolved by the course having the lower number being considered in conflict. The final examination in that course shall be given during the conflict examination period or, by agreement of the instructor and the student, at a mutually satisfactory time.

   e. In the event a student is scheduled for three examinations in one day, that examination scheduled for the middle period shall be considered in conflict and the
conflict shall be resolved by giving the examination during the conflict period or at some time mutually agreed upon by the instructor and the student.

Grading System

The only grades used by Georgia Tech, in addition to A, B, C, D, and F, are “S” (for Satisfactory) and “U” (for Unsatisfactory) used when a student has registered on a pass-fail basis, “W” (for withdrawal) given only by the registrar, and “I” (for Incomplete—see below). Information on past grading patterns in the School is available in the faculty lounge (in a notebook labeled “Grade Distributions”). (Many recent grade distributions, listed by course and by instructor, are also available at the Georgia Tech web site at http://cyberbuzz.gatech.edu/critique/. Since variations from section to section in a single course should reflect actual variations in student performance rather than variations in the instructors’ expectations, you are urged to discuss your grading with your teaching mentor and to consult the historical data.

Midterm grades will be submitted to the Registrar on all classes numbered 1000 and 2000 each term. These grades will be used for the advisement of students, not for the calculation of any GPA at Georgia Tech. Midterm grades will be S or U (a grade of U indicates that based on work completed at that point the student’s standing is in the D or lower range). They will be submitted by midterm, as specified by the official calendar, and will be available to students no later than the following Monday. Note that “midterm” comes on October 11, 2002, in Fall 2002, and is NOT the same as the last date for dropping a course, which is September 27, 2002.

Errors in grades may be remedied by filing a Grade Correction form (Appendix C). These forms are available from Ms. Celia Grams. This should be done promptly since, in general, no changes will be made after the end of the student’s next semester in residence.

There is often a fair bit of confusion about the grade “Incomplete.” Before assigning this grade for any student (or promising to do so), please review the following:

When ANY Grade Correction or Incomplete Removal report is submitted, it is imperative to include under the “Remarks” section of the form why the grade is being changed or the form cannot be submitted to the Registrar’s Office. In order to be consistent with the Policy of the Board of Regents, the following redefinition of the grading symbol "I" was approved in November of 1992:

Incomplete. Assigned when a student was doing satisfactory work but, for nonacademic reasons beyond his/her control and deemed acceptable by the instructor, was unable to meet the full requirements of the course. If the student's performance was so poor as to preclude his/her passing, the instructor shall assign the grade of "F." (Note: To remove the incomplete, the student should consult with the instructor as soon as possible into the next semester of residence and complete whatever work is outlined by the instructor. A student is not required to be enrolled to remove an incomplete; however, once the student enrolls with an outstanding "I," the work must be completed before the end of that semester.)
An "Incomplete" may be assigned for nonacademic reasons only. Examples of reasons (from Memorandum dated August 30, 1993, from Frank E. Roper, Jr., Registrar) for assigning an "I" are as follows:

"Student was absent from final for medical reasons--letter on file from Infirmary."

"Student was absent from quiz 4 due to jury duty--letter on file from court clerk."

"Student did not turn in term paper due to confinement--letter on file from Fulton County Sheriff's Office."

"Student was unable to complete project report due to computer hardware failure (or data for report not available).

"Student did not take mid-term due to illness--letter on file from Dr. C. R. Jones, M.D."

Students should be advised that a grade of "I" will automatically change to "F" or "U" at the end of the student's next term in residence unless the "I" is removed by the instructor or the School.

It should be emphasized that taking a course again does not alter the grade received in that course in a previous quarter. If, for instance, a student fails a course, then takes it again and receives an A, the original F remains a part of his record; his record would show him as having taken the course twice--once with an F, once with an A.

This applies to all grades, including the grade of I. Repeating a course does not remove the previous grade.

A student may enroll in a course on an audit basis, indicated on class rolls by an “A.” In order for a successful audit to show on the student’s permanent record, the student must comply with all requirements listed by the instructor. If the instructor deems that a student did not successfully audit the course, this should be indicated after the student’s name on the grade roll, and the grade of “W” will be assigned.

Each graduate TA who teaches a lecture section will be assigned a faculty mentor. The TA is expected to show the faculty mentor the syllabus and major tests for comments and suggestions. Before reporting the final course grades, the TA must go over the grade distribution with the faculty mentor.

The recitation TAs have been asked to notify their instructor in the event that they must miss a recitation session and, if unable to do so, to try to find a replacement unless other instructions have been given by the lead instructor. The recitation TAs have also been asked to report any problems with their classes to the lead instructor. Please inform Dr. Evans Harrell if you have any difficulties with a graduate teaching assistant and Ms. Rena Brakebill if there are problems with an undergraduate teaching assistant.
In addition to the CETL Course/Instructor Opinion Surveys, the lecture instructor should have the class fill out the midterm course evaluation survey. Contact Ms. Rena Brakebill for a sample midterm course evaluation questionnaire.

**Teaching Information for Recitation Instructors**

Most graduate TAs teach recitation sessions for two classes. The lecture sessions are taught by lead instructors who may be faculty or experienced graduate TAs.

On the first day of recitation sessions, you should give your class an information sheet which includes the outline of how you will run the recitation sessions, your office location, office phone number, e-mail address, office hours, etc.

In addition to the teaching duties which may include proctoring and grading, recitation instructors are required to attend organizational meetings with the lead instructors, work one hour a week in either the Math Lab or the Computing Lab and hold a minimum of one hour a week for office hours. If you have not been assigned a lab time, sign up for your hour in the Math Lab or the Computing Lab. The sign-up sheets for both labs will be posted on the bulletin board in Room 225 during the first week of classes. Both labs will begin at the beginning of the second week of classes.

It is up to each lead instructor to decide to what extent the recitation TAs will be involved in the administering and grading of examinations, and how records will be kept, but the final responsibility for assigning course grades rests with the lead instructor. Recitation TAs are asked to contact the lead instructor(s) before the first recitation classes. Please read the teaching information for lecture instructors to familiarize yourself with the role of your lead instructor(s).

If you have any problems with your recitation classes, please inform your lead instructor(s). Please consult Dr. Evans Harrell if you have any concerns regarding your lead instructor(s).

In addition to the CETL Course/Instructor Opinion Surveys, the recitation TA will be required to have the class fill out the midterm course evaluation survey. Ms. Rena Brakebill will provide more information about the survey after the drop date.