Welcome New and Returning Employees – Fall 2004 Semester

New Faculty, Staff and GTAs.
We want to welcome Dr. Theresa Jorgensen to our faculty as a full-time lecturer. Theresa has been teaching in the department on a part-time basis, and we are delighted that she is now in a full-time position. Her research interests are in Nonlinear Wave Equations and she also worked as a Cryptologic Mathematician for the National Security Agency.

We also have 8 new GTAs: Irfan Bagci, Marcus Hawkins, Zubair Kahn, Maider Marin, Abijeet Mishra, Sarah Parker, Chirag Patel, and Peng Xie. There are also 3 new part-time lecturers: Sonja Godeken, Michelle Marti, and Kip Souza. The new work-study student is Felicia Ogidan.

Please see Shelley to have your picture taken for our department roster near the elevators.

Promotions
Congratulations to Drs. Barbara Shipman and Michaela Vancliff who have each been promoted to Associate Professor.

Add/Drop
Add/Drop section changes may be done by the student on-line, by calling SAM or by coming to the dept. Dr. Dyer or Dr. Hawkins are the only ones that can approve an add for a student to enroll in a full class.

After October 1st (the last day to drop with an automatic “W”) the student must obtain the instructor signature on the Drop Slip.
At this time, the grade should be discussed & recorded for end of semester posting.

Administrative Staff
We are here to help you in any way possible, just ask...
Judy at the Front Desk about: building problems, copier, copy requests, fax, mail, printer, supplies or if you need to leave something for a student to pick up or give a make-up exam.

If she can’t help you, she’ll know who can...

Just ask Jane about: workstudy/math clinic employee timesheets & payroll....

Just ask Cecelia about: new GTA & International employee set-up (which includes-IDs, parking, keys & telephone)....

Just ask Shelley about: classrooms, typing requests, final exams, syllabi, grades, textbooks, student evaluations, software/equipment....

Just ask Beverly about: office room assignments & payroll.

Assignment Sheets
Assignment sheets for 0301-2425 lists pages & problems for the course. They are available at the front desk. Each instructor is expected to cover all of the topics listed.

Calculators
TI-83 or TI-83Plus calculators are required for Math 1302, College Algebra. If you are teaching this course, please see Shelley to check out a TI-83 Overhead calculator.

Class Rolls
You will receive class rolls on the first day & again on Census day. These are for your records.

No one is allowed in your class that is not on the class roll after Census day (Sept. 8)

Class Rooms
All classrooms should be unlocked & ready for class, except rooms #110 & #304. These two rooms have special equipment installed in them & are to remain locked.

If you teach a course in there, please see Cecelia to check out a key.

Whether your room has a chalkboard or dry-erase board, as common courtesy please erase everything from the boards before exiting.

Computer Lab
The computer lab is located in #313-315 & is open to all UTA students taking a math course.

It maintains 60 pc’s & an HP printer. Students can use MatLab, Mathematica & other software. Hours are posted at the front desk & by the lab entrance. All lab assistants are GTAs.

Copier Training
All new employees must attend a 10min. mini training on the dept. copier. Training times will be held the week of Aug 23rd, please see sign-up sheet on bulletin board in copy room.

The coordinator of each course is responsible for communicating with the instructors of each section to create a common exam. The exam will be typed, copied & kept locked until administered.

If you need a proctor/helper for your final see Shelley. GTAs need to be available on this day to help. (see Final Exam schedule)

If your course is included, please announce to your class.

Each Fall/Spring semesters students have an opportunity to evaluate their instructor (meaning “you”) so be nice…
You will receive packets in your mailbox approximately 2 weeks before the end of classes. (week of Nov 15th). You will be given detailed instructions at that time. Once administered they are be to returned to the front desk.

Course Hours
CLASSES ARE NOT TO BE DISMISSED. If an emergency or illness arises & you cannot meet your class, inform Dr. Hawkins immediately (817-272-2995). If after hrs. please leave message at the front desk machine (817-272-3261).
If you know in advance of an absence, you may arrange for another colleague to substitute for you.

Departmental Final Exams
Given on the Saturday before Final week (Dec 4).

Dead Week
The week prior to final exams is considered “dead week” (final review-Nov 29- Dec 3). Classes meet as scheduled but it is against University policy to administer any exams or give the final exam during this week.

Fundamental Math 0301/0302
The dept. provides student solutions manuals for 0301-TASP/THEA, you can either pick enough up for your students or they can come to the dept. at their convenience.
Both courses are Pass/Fail.
You may choose to administer the MPT during class at the end of the semester as a courtesy to your students otherwise they are responsible to take it
on their own in the dept. Students must pass the MPT with at least an “11” out of 25 to proceed to 1302 College Algebra.

Grades
Grades will now be posted ON-LINE. Go to www.uta.edu/registrar look for “efaculty” on the left, then FINAL GRADES. You must have a valid uta login & password activated. Fall posting period is Nov 24-Dec 14. Grades available to students Dec 15th.

The office staff cannot give out grades.
At the end of the semester, please turn in to Dr. Hawkins a copy of your class roll with all students grades listed. All grade books must be kept for one year & any exams not returned to the student must be kept for one semester. If you need a grade book see Judy.

Incomplete Grade
A grade of “X” may be given if the student meets the criteria of such, stated on the “Incomplete grade” form (obtained at the front desk) which must be completely filled out including signatures. The student receives a copy & one is kept in the Dept. records.

Math Clinic
Provides tutorial aid to all students enrolled in Fundamentals – Cal III (0301-2425) & DE 3319. Located in #314, the clinic is open 7 days a week the following hours:

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<tr>
<th>Day</th>
<th>Hours</th>
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<tr>
<td>M-F</td>
<td>8a-9p</td>
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<td>F</td>
<td>8a-1p</td>
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<tr>
<td>Sat</td>
<td>10a-6p</td>
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<tr>
<td>Sun</td>
<td>1p-9p</td>
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www.uta.edu/math/clinic
817-272-5674
Please share this information with your students.

Office Hours
All teaching employees are required to set hours of availability for their students. Please fill out the attached form that lists your office & class times & return to Shelley.

Orientation
All benefits eligible employees must attend “New Employee Orientation” thru Human Resources. See Cecelia for your packet with the schedule & other important information.

Payday
Is the first working day of every month. Pay for the month of Sept. 2004 will be received on Oct. 2004. If you don’t use direct deposit, you must pick your check up personally in the Payroll office. Please see Beverly for any payroll issues.

Personal Data
New employees please fill out the attached information sheet for our dept. files. Returning employees
need only fill out if a change has been made.

Private Tutors
Students who need individual tutoring should be referred to the SOAR office, Hammond Hall. This is on a cost-share basis.

We also keep a list of tutors for distribution at the front desk, but they are not necessarily affiliated with the dept. nor do we endorse any one on the list. If you would like to be added, please let Judy know.

expectations of them will limit misunderstandings in the future. Please also include final exam information.

Textbooks

Please see Shelley for any deskcopies & solutions manuals you may need for your class. Students can purchase textbooks & student solutions manuals from the University bookstore on the corner of Pecan/Border St.

Syllabus
Every instructor must prepare & post a syllabi ON-LINE each semester at www.uta.edu/provost/syllabus. A copy also must be kept in the Dept. files, please give to Shelley. Informing your students in writing the first week of class regarding your
Office Personnel
Danny Dyer, Chair
D.L. Hawkins, Associate Chair

Administrative Staff-
Beverly Higbee
Administrative Assistant II

Cecelia Levings
Senior Administrative Clerk

Shelley Dian Worley
Administrative Secretary

Judy Sconce
Administrative Secretary

Jane Rogers
Clerk Typist (Part-time)

Felicia Ogidan
Work-Study Student
(Part-time)

UNDERGRADUATE ADVISORS:
Harvy Baker, #408
Carole King Krueger, #448
Linda McDonald, #439

GRADUATE ADVISOR:
Jianzhong Su, #464

COMPUTER RESOURCE ASSISTANT/WEBMASTER
David Smith, #453

Professors
Corduneanu, Constantin (Emeritus)
Dragan, Irinel C.
Dyer, Danny
Greenspan, Donald (Emeritus)
Han, Chien-Pai
Ladde, Gangaram S.
Liao, Guojun
Liu, Chaoqun
Luo, Tie
Moore, Marion (Emeritus)
Nestell, Merlynd

Associate Professors
Cordero, Minerva
Gornet, Ruth
Hawkins, D. L.
Heath, Larry
Korzeniowski, Andrzej
Kribs-Zaleta, Christopher
Liu, Yue (David)
Shipman, Barbara
Su, Jianzhong
Vancliff, Michaela

Assistant Professors
Epperson, James
Jorgensen, David
Kojouharov, Hristo
Shan, Hua

Lecturers
(Part-time)
Fleitas, Dionisio
Godeken, Sonja
Grant, Marsie
Howell, William (Billy)
Kadjo, Hilaire
Kirby, Roger
Kologey, Frank
Li, Yizeng
Lin, J. T.
Madrid, Richard
Martí, Michelle
McCallum, Cindy
Mitchell, Glenda
Rowe, Nancy
Sepulveda, Edward
Smith, David
Souza, Kip
Whisenant, Martha
Wilde, Scott
Wolff, Nancy

GTAs
Badiu, Florin
Bagci, Irfan
Beck, Kristen
Cai, Jiangang
Clanton, Carson
Dimitrov, Dobromir
Dong, Nathan
Ferim, Richard
Grantz, Cynthia
Hawkins, Marcus
Kahn, Zubair
Liu, Jie (Jesse)
Marin, Maider
Mishra, Abijeet
Oliveira, Maria
Parker, Sarah
Patel, Chirag
Purpura, William (Bill)
Slagle, Neil
Xie, Peng
Yun, Yifei
Zhu, Xiao Ping

C. Liu’s Staff
Jiang, Li