

**From:** [noreply@wsu.edu](mailto:noreply@wsu.edu)  
**To:** [curriculum.submit](#)  
**Subject:** 670870 New or Restore Course: MATH 599  
**Date:** Wednesday, October 13, 2021 3:51:54 PM  
**Attachments:** [2021.10.13.15.50.21.46.FormData.html](#)  
[2021.10.13.15.50.13.40.currentFileUpload\\_599\\_Course\\_Proposal\\_and\\_Justification.pdf](#)  
[2021.10.13.15.50.13.40.currentFileUpload1\\_Syll\\_MATH599\\_2021\\_Adjusted.pdf](#)

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Emily Lewis has submitted a request for a major curricular change. His/her email address is: emily.m.lewis@wsu.edu.

**Course Subject:** MATH

**Course Number:** 599

**Title:** Professional Development

**Lecture Hours:** 1

**Total Credits:** 1

**Prerequisite:** None

**Catalog Description:** Graduate students work together to develop application materials for jobs in academia, the government, or private industry. Interviewing skills and oral presentations are refined.

**Grading Type:** S, F;

**Requested Effective Date:** Fall 2022

**Dean:** Swindell, Samantha - Assoc Dean - CAS

**Chair:** Moore, Charles – Chair – Mathematics and Statistics

\_\_\_\_\_  
UCORE Committee  
Approval Date

\_\_\_\_\_  
All-University Writing  
Com / Date

\_\_\_\_\_  
Catalog Subcommittee  
Approval Date

\_\_\_\_\_  
AAC, PHSC, or GSC  
Approval Date

\_\_\_\_\_  
Faculty Senate  
Approval Date

**From:** [Moore, Charles](#)  
**To:** [curriculum.submit](#)  
**Subject:** Re: 670870 New or Restore Course: MATH 599  
**Date:** Wednesday, October 13, 2021 6:13:43 PM

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I approve of this proposal in its current form.

Charles Moore  
Professor and Chair  
Department of Mathematics and Statistics  
Washington State University  
Pullman, WA 99164

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**From:** curriculum.submit@wsu.edu <curriculum.submit@wsu.edu>  
**Sent:** Wednesday, October 13, 2021 3:50 PM  
**To:** Moore, Charles <cnmoore@wsu.edu>  
**Cc:** Swindell, Samantha <sswindell@wsu.edu>  
**Subject:** 670870 New or Restore Course: MATH 599

Moore, Charles – Chair – Mathematics and Statistics,  
Swindell, Samantha - Assoc Dean - CAS,  
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Both Chair and Dean approval is required to complete the submission process. Please indicate that you have reviewed the proposal by highlighting one of the statements below and **reply all** to this email. ([curriculum.submit@wsu.edu](mailto:curriculum.submit@wsu.edu).) [Details of major change requested can be found in the attached supplemental documentation]

1. I approve this proposal in its current form.
2. I approve this proposal with revisions. Revisions are attached.
3. I do not approve this proposal. Please return to submitter.

If you do not respond within one week, you will be sent a reminder email. If no response is received within three weeks of the submission date, the proposal will be returned to the submitter.

**From:** [Swindell, Samantha](mailto:Swindell, Samantha)  
**To:** [curriculum.submit](mailto:curriculum.submit); [Moore, Charles](mailto:Moore, Charles)  
**Subject:** RE: 670870 New or Restore Course: MATH 599  
**Date:** Friday, October 15, 2021 11:34:21 AM

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**1. I approve this proposal in its current form.**

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**From:** curriculum.submit@wsu.edu <curriculum.submit@wsu.edu>  
**Sent:** Wednesday, October 13, 2021 3:50 PM  
**To:** Moore, Charles <cnmoore@wsu.edu>  
**Cc:** Swindell, Samantha <sswindell@wsu.edu>  
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## New Course Proposal

Math 599: Professional Development

Credit Hours: 1

Grading: Pass/Fail

Prerequisites: None

**Catalog description:** Graduate students work together to develop application materials for jobs in academia, the government, or private industry. Interviewing skills and oral presentations are refined.

**Justification:** The job market has become quite competitive in many math and statistics disciplines, requiring more attention, thought, and feedback in putting together application materials for academic, government, and private industry openings than in the past. Getting our students better positions increases our program's reputation. A topics course with this content has been taught twice before as *Math 581.03 Topics in Mathematics: Professional Development*. In Fall 2020 there were nine students enrolled and in Fall 2021 there are currently seven students enrolled. Many of the students who took the course in 2020 have expressed that it was deeply helpful to their job search during their final year at WSU and helped them find a position before graduation.

The course will not have graded assignments and has therefore been designated as S/F grading; the impetus to prepare a good job application package falls to the student and does not need to be reinforced with grades. Creation of this course will not impact other departments or colleges at Washington State University, and is meant for graduate students in the Department of Mathematics and Statistics only.

**Syllabus – Fall 2022**

**Course:** Math 599, 1 credit (S/F)

**Class meeting time:** Tuesday 5:10-6:00pm

**Room:** Neill 5W (Video-conferenced if remote students in attendance)

**Instructor:** Dr. Lynn Schreyer

**Email:** [Lynn.Schreyer@wsu.edu](mailto:Lynn.Schreyer@wsu.edu)

**Phone:** 509-335-3152

**Web Page:** [math.wsu.edu/faculty/lshreyer](http://math.wsu.edu/faculty/lshreyer) (ell schreyer, all lower case letters)

**Office:** Neill 225. Office hours after class or by appointment.

**Prerequisites:** None

**Catalog description:** Graduate students work together to develop application materials for jobs in academia, the government, or private industry. Interviewing skills and oral presentations are refined.

**Course Description:** This course is designed to help those who are planning to apply for full-time positions or an internship that will start within 16 months of the start of the semester. Students will become better prepared for applying for jobs – academic, government, and private. We will research together where positions are being advertised, put together individualized sample application materials, and practice interviewing.

**Resources:** We will be developing a list of online resources throughout the semester, which will be provided via Canvas at no cost to the student. No textbooks will be used. There are no fees associated with this course.

**Expected Learning Outcomes and Assessment**

1. Students will learn how to present themselves professionally, both in writing and in person.
  - a. Assessment: Teaching philosophies, diversity statements, cover letters, resumes/cvs, and other documents associated with the application process will be submitted for feedback during class. Students will give a variety of oral presentations to practice research talks and interviews. Student web pages are to be kept current and relevant.
2. Students will develop a competitive application package that is appropriate for their future career track (industry, academia, government, etc)
  - a. Assessment: Each week is dedicated to another aspect of an application, with submission of different materials for review by the instructor and their peers.

## Expectations for Student Effort

Attending class will be critical to preparing your applications. We will proof-read each other's statements, exchange information learned throughout the process, and practice interviewing each other. It is expected that each student will attend two external professional development seminars. All application material developed for this class should be your own work and completed before attending the class dedicated to reviewing them. For each hour of lecture equivalent, students should expect to have a minimum of two hours of work outside class.

## Important 2021 Dates:

*Sunday Aug. 29:* Last day students may add a course on-line. Classes added after this date require appropriate signatures.

*Friday Sept. 3:* Last day to add a course as audit or to change from credit to audit.

*Monday Sept. 6:* Labor Day (no classes)

*Tuesday Sept. 17:* Deadline for dropping a course without record. Course withdrawals after this date are recorded on the student's transcript.

*Thursday Nov. 11:* Veteran's Day (no classes)

*Friday Nov. 19:* Deadline for undergraduate and professional students to withdraw from a course. Withdrawals do not reduce tuition charges.

*Monday Nov. 22 - Friday Nov. 26:* Thanksgiving break (no classes)

*Friday Dec. 10:* Deadline to change from pass/fail to a letter grade.

*Wed. Dec. 22:* Final Grades available.

For a complete list of dates, please see: <http://registrar.wsu.edu/academic-calendar/>

## Course Timeline (Tentative)

Week of	Topics	Notes
Aug. 23	Introduction. What sort of positions are you interested in?	HW: Find 3 positions you would apply for (disregarding location). Ask for letters of reference.
Aug. 30	CV, Linked-In, Web Page	HW: Draft of CV, Work on Web Page
Sept. 6		No class on Mon. Sept. 6 (Labor Day)

Sept. 13	Share CV's, Web Page	HW: Develop Linked-In page
Sept. 20	Share Linked-In, updated CV's, Web Pages. Discuss cover letter	HW: Academic /National lab cover letter
Sept. 27	Guest lecture: Bala Krishnamoorthy, private industry – overview and CV's	HW: Academic Teaching Statements and Diversity Statements
Oct. 4	Academic: review cover letter. Discuss Teaching Statements and Diversity Statements	
Oct. 11	Academic: Review teaching statements and diversity statements. Interview questions	HW: Think about how you will answer interview questions (academic or professional)
Oct. 18	Practice interviewing	
Oct. 25	Guest lecture: Jan Dasgupta, body language	
Nov. 1	Practice interviewing	
Nov. 8	What happens during an on-site interview?	
Nov. 15	Practice talks 3 minute elevator pitch Extraneous	Optional for those not interested in academic positions.
Nov. 22		Fall Break!
Nov. 29	Practice talks	Optional for those not interested in academic positions.
Dec. 6	Practice talks	Optional for those not interested in academic positions.
Dec. 14	Final Exam Week	

## Grading

All students are expected to register for this course as pass/fail. Students must attend at least 11/15 classes with their homework completed to receive a Satisfactory grade.

### **Attendance and Make-Up Policy**

Since we will be exchanging written work and practicing interviewing questions with each other during class, missing class or not having an assignment ready on the due date will mean not getting as much feedback as you would otherwise get, and also affect your classmates as they will not be able to see your example or get as much feedback. Therefore missing more than 25% (4 or more) of the classes or appearing at 25% (4 or more) of the classes without the homework completed beforehand will result in a failing grade. Students should complete the assignments even after the due date in order to improve their application package; however, there is no make-up policy for the course.

### **COVID-19**

Students are expected to abide by all current COVID-19 related university policies and public health directives. These directives may be adjusted to respond to the evolving COVID-19 pandemic. Directives may include, but are not limited to, compliance with WSU's COVID-19 vaccination policy, wearing a cloth face covering, physically distancing, and sanitizing common use spaces. All current COVID-19 related university policies and public health directives are located at <https://wsu.edu/covid-19/>. Students who do not comply with these directives may be required to leave the classroom; in egregious or repetitive cases, student noncompliance may be referred to the Center for Community Standards for action under the Standards of Conduct for Students.

### **Students with Disabilities**

Reasonable accommodations are available for students with documented disabilities or chronic medical conditions. If you have a disability and need accommodations to fully participate in this class, please visit your campus Access Center website (websites listed below) to follow published procedures to request accommodations. Students may also call or email the Access Center to schedule an appointment with an Access Advisor. All disability related accommodations are to be approved through the Access Center. It is a university expectation that students with approved accommodations visit with instructors (in person or via Zoom) within two weeks of requesting their accommodations to discuss logistics.

For more information, contact a Disability Specialist on your home campus:



- Pullman, WSU Global Campus, Everett, Bremerton, and Puyallup: 509-335-3417 [Access Center](https://www.accesscenter.wsu.edu) (https://www.accesscenter.wsu.edu) or email at [access.center@wsu.edu](mailto:access.center@wsu.edu)
- Spokane: 509-358-7816 [Access Services](https://spokane.wsu.edu/studentaffairs/access-resources/) (https://spokane.wsu.edu/studentaffairs/access-resources/) or email [j.schneider@wsu.edu](mailto:j.schneider@wsu.edu)
- Tri-Cities: [Access Services](http://www.tricity.wsu.edu/disability/) (http://www.tricity.wsu.edu/disability/) or email [g.hormel@wsu.edu](mailto:g.hormel@wsu.edu)
- Vancouver: 360-546-9238 [Access Center](https://studentaffairs.vancouver.wsu.edu/student-wellness-center/access-center) (https://studentaffairs.vancouver.wsu.edu/student-wellness-center/access-center) or email [van.access.center@wsu.edu](mailto:van.access.center@wsu.edu)

## Academic Integrity Policy

Academic integrity is the cornerstone of higher education. As such, all members of the university community share responsibility for maintaining and promoting the principles of integrity in all activities, including academic integrity and honest scholarship. Academic integrity will be strongly enforced in this course. Students who violate WSU's Academic Integrity Policy (identified in Washington Administrative Code (WAC) 504-26-010(4)) will ***have the grade of the assignment and/or the course lowered, up to and including failing the assignment or the course and will not have the option to withdraw from the course pending an appeal, and will be reported to the Center for Community Standards.*** Cheating includes, but is not limited to, plagiarism and unauthorized collaboration as defined in the Standards of Conduct for Students, WAC 504-26-010(3). Read and understand all of [the definitions of cheating](#). If you have any questions about what is and is not allowed, ask your course instructor.

If you wish to appeal an instructor's decision relating to academic integrity, please use the form available at [communitystandards.wsu.edu](http://communitystandards.wsu.edu). Make sure you submit your appeal within 21 calendar days of the instructor's decision.

## Accommodation for Religious Observances or Activities

Washington State University reasonably accommodates absences allowing for students to take holidays for reasons of faith or conscience or organized activities conducted under the auspices of a religious denomination, church, or religious organization. Reasonable accommodation requires the student to coordinate with the instructor on scheduling examinations or other activities necessary for course completion. Students requesting accommodation must provide written notification within the first two weeks of the beginning of the course and include specific dates for absences. Approved accommodations for absences will not adversely impact student grades. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during

the period of absence. Students who feel they have been treated unfairly in terms of this accommodation may refer to Academic Regulation 104 – Academic Complaint Procedures.

### **Policy Prohibiting Discrimination and Harassment (Executive Policy 15)**

This policy expresses WSU's commitment to maintaining an environment free from discrimination, including sexual harassment. This policy applies to all students, faculty, staff, or others having an association with the University. Discrimination, including discriminatory harassment, sexual harassment, and sexual misconduct (including stalking, intimate partner violence, and sexual violence) is prohibited at WSU (See WSU Policy Prohibiting Discrimination and Harassment (Executive Policy 15) and WSU Standards of Conduct for Students).

If you feel you have experienced or have witnessed discriminatory conduct, you can contact the WSU Office of Compliance and Civil Rights (CCR) and/or the WSU Title IX Coordinator at 509-335-8288 to discuss resources, including confidential resources, and reporting options. (Visit <https://ccr.wsu.edu/> for more information).

Most WSU employees, including faculty, who have information regarding sexual harassment or sexual misconduct are required to report the information to CCR or a designated Title IX Coordinator or Liaison. Visit <https://ccr.wsu.edu/file-acomplaint/> for more information.

### **Safety and Emergency Notification**

Please sign up for emergency alerts on your account at MyWSU. For more information on this subject, campus safety, and related topics, please view the FBI's Run, Hide, Fight video and visit the classroom safety page <https://provost.wsu.edu/classroom-safety/>.