Math 5902, Teaching Seminar
Assignment 9

**Reading:** Krantz’ sections 2.7: Designing a course and 2.11: Syllabus.
Syllabus and course info sheet for Math 2103.

**Due Date:** Thursday, November 6.

1. From the main office MS 401, ask for and obtain the syllabus and example course information sheet for the course you have selected for next term.

2. Create a course information sheet and syllabus for your class from scratch. Everything should be dated as if for the Spring, 2004, term for either MWF (3-hour class) or MTWRF (5-hour class).
   - Your course information sheet should be neatly typed, with **boldface** headings.
   - It should be articulate and literate, not leaving anything unexplained.
   - You should attach the university syllabus supplement to the back of it.
   - You should have all the major subdivisions: exam schedule (pick the dates of exams for Spring, 2004), homework (what about late homework?), quiz policy, noise in class, attendance, etc.
   - Include a list of sections and dates they will be covered.

3. Find a teacher of MATH 2103 and arrange a time to observe a class. Prepare an evaluation form for that class and turn it in during our next class.