

Responsibilities of MATH 499 Instructor:

1. Chair of Senior Assignment Committee (SAC)
The SAC is the committee that is in charge of reviewing Senior Project proposals. As the Chair of SAC, the MATH 499 instructor is the liaison between the SAC and the project director.
2. The MATH 499 instructor sends detailed e-mails regarding procedures and deadlines to faculty as well as to students who are registered for MATH 499 or who have received a grade of Incomplete in MATH 499.
3. When a student submits a Senior Project that has been read and approved by the project director, the Math 499 instructor forms the Project Examination Committee (PEC). A copy of the written portion of the Senior Project is given to each member of PEC. The MATH 499 instructor serves as the liaison between the PEC and the project director.
4. When the PEC approves the written portion of the Senior Project, the MATH 499 instructor schedules the oral presentation. The MATH 499 instructor is responsible for reserving the room where the oral presentation is to be held as well as making sure that needed equipments are available. The MATH 499 instructor makes sure that the cover page and assessment forms are given to the project director.
5. The MATH 499 instructor keeps all the assessment forms and summarizes them for the annual assessment.
6. When a student submits the final version of the Senior Project that has been approved by the PEC, the MATH 499 instructor keeps the original copy for the Department.
7. In the event that a student does not satisfactorily complete his/her Senior Project during the semester when he/she registered for MATH 499, the MATH 499 instructor, in consultation, with the project director makes sure that the Agreement on Completion of "I" Grade Form is completed. The MATH 499 instructor keeps a copy of this completed form.
8. In the event that a student gets a grade of Incomplete for MATH 499, the current MATH 499 instructor is responsible for the grade change forms as well as writing extension letters, if warranted.
9. Student inquiries regarding Senior Projects are handled by the MATH 499 instructor.

Guidelines for Assigning the MATH 499 Instructor:

1. The candidate should have a track record of directing quality Senior Projects.
2. The candidate should have administrative skills and should pay attention to details.
3. The candidate should have a track record of upholding Department policies and standards.
4. The candidate should feel comfortable facilitating discussions between the appropriate committees and the project director.