



2017-18 UMTYMP Student Handbook

*School of Mathematics Center for Educational Programs
(MathCEP)*

4 Vincent Hall – 206 Church Street – Minneapolis, MN 55455

612-625-2861

mathcep@umn.edu

UMTYMP QUICK REFERENCE

Student Name _____					
Class enrolled in:	Algebra	Geometry/Math Analysis	Calculus I	Calculus II	Calculus III
Instructor	_____		Phone	_____	
Email	_____		Best time to call	_____	
Workshop Leader	_____		Phone	_____	
Email	_____		Best time to call	_____	
Teaching Assistant	_____		Phone	_____	
Email	_____		Best time to call	_____	

- **If you know you are going to miss class:**

Call the UMTYMP office [612-625-2861](tel:612-625-2861)
or fill out the online form at mathcep.umn.edu.

- **If you are ill the day of class (Twin Cities only):**

Call the UMTYMP office [612-625-2861](tel:612-625-2861)
or fill out the online form at mathcep.umn.edu.

- **If you need help with homework:**

E-mail your TA or Instructor/Calculus Workshop Leader.

- **If you have questions about your homework, exam or quiz grades:**

E-mail your TA or Instructor/Calculus Workshop Leader.

- **If you have academic concerns/questions about probation, class policies or instruction:**

Call the MathCEP Office at [612-625-2861](tel:612-625-2861) or e-mail: mathcep@umn.edu.

- **If the weather is a concern (e.g., snow):**

See the handbook for the snow day/weather policy on page 6.

TWIN CITIES CAMPUS EMERGENCY NUMBERS

University Police: 612-624-3550

Medical Emergency (Fairview University Hospital): 612-626-2700

On-Campus Emergency: 911

Table of Contents

UMTYMP Program Description	1
Progression Through UMTYMP	2
First Day Schedules	4
General Policies & Procedures	
Program Contacts	5
Student Attendance	5
Textbooks	5
Classroom Supplies	6
Snow Day Procedures	6
Withdrawal From The Program	6
Lost and Found	6
Individualized Education Plans	7
Food	7
Allergies and Health Concerns	7
Coursework & Grades	
Homework	8
Exam Policy	9
Grades	9
Reporting Grades	10
Credit at Student's Home School	10
Academic Dishonesty	10
Academic Probation	10
Study Sessions & Additional Resources	
Study Session Days	11
Tutoring Resources	11
Other University Resources	
College Credit & Registration	13
University of Minnesota Transcripts	13
Letters of Recommendation	13
Transportation Information	14
Rules & Classroom Behavior	15
Registration & Financial Information	
Family Contract	16
Scholarships	17
Payments Due	18
Campus Map	19
Detachable Form	
Intent to Participate Form (to be turned into school)	

The most up-to-date class schedules are available at www.mathcep.umn.edu

UNIVERSITY OF MINNESOTA
TALENTED YOUTH MATHEMATICS PROGRAM
(UMTYMP)

UMTYMP provides a challenging alternative for Minnesota's talented mathematics students in grades 6-12. The highly accelerated courses are specially designed to provide these students with an intense academic experience that will stimulate their mathematical interest and abilities. The program, offered through the University of Minnesota, School of Mathematics Center for Educational Programs (MathCEP), is partially supported by the State of Minnesota.

Students in grades 5-7 are identified and recommended as eligible for entering UMTYMP at the Algebra level. Many of these students then register to take the UMTYMP Algebra Qualifying Examination. Over 800 students test annually in February/April; of which approximately 150 are admitted to the Twin Cities and 20-25 in both Duluth and Rochester. In 2016-17, UMTYMP enrolled 680 students in 36 classes - 12 high school level and 18 college level in the Twin Cities; 2 high school level and 2 college level in in Rochester; and 2 high school level in Duluth.

The Program has two components. The two-year high school component covers high school mathematics curriculum (through Pre-calculus). The courses stress critical problem-solving skills and comprehension of important concepts. Each two-hour UMTYMP class covers the equivalent of about three weeks of regular high school mathematics content. Successful students achieve the high school Algebra, Statistics, Trigonometry, and Geometry standards set by the MN Department of Education. The 3-year calculus component allows students to complete up to 12 semester credits of honors-level college calculus, covering single- and multi-variable calculus, differential equations and linear algebra. Faculty members carefully develop, teach, and monitor the UMTYMP calculus curricula (syllabi, assignments and examinations), and students receive University of Minnesota credit for the calculus courses. Each UMTYMP high school course (4 possible) and each full year of UMTYMP Calculus (3 possible) that is successfully completed is equivalent to one full year of high school credit.

Each of the five years of UMTYMP is a 33-35 week sequence held during the academic year. During this time, UMTYMP participants attend a two-hour class once a week after school. On Exam weeks students may be required to come to campus twice, in order to ensure that new material is introduced at the required pace. Small classes allow students to participate actively in class discussions, to have close contact with exceptional teachers, and to present their discoveries to peers with similar mathematical interests. Based on recent surveys, students report spending an average of 6-8 hours a week working independently on UMTYMP homework.

In addition to UMTYMP courses, MathCEP occasionally offers enrichment programs during the school year and summer for students in grades 4-12. Each year hundreds of students learn and enjoy mathematics, gain information about educational and career goals, and build positive relationships with role models in science, engineering, and mathematics.

For additional information, see our website: www.mathcep.umn.edu.

PROGRESSION THROUGH UMTYMP

HIGH SCHOOL COMPONENT

The UMTYMP high school component is two years in length.

- First year - Curriculum covers Algebra I and Algebra II during the entire year.
- Second year - Curriculum covers high school-level Geometry in the 1st semester and Mathematical Analysis (Pre-Calc) during the 2nd semester.

ADVANCEMENT IN UMTYMP

UMTYMP bases recommendations for future participation on both student grades and instructor final evaluations of student progress. Advancement from the High School Component to the Calculus Component is also contingent upon performance on a Cumulative Final Exam.

CALCULUS COMPONENT

The descriptions for each class below are valid only for the 2017-2018 year.

Calculus I

Math 1471: Semester I, September – December, 2 credits

Functions of one variable; limits; continuity; derivatives, including geometric interpretation of first and second derivatives; extended mean value theorem, optimization; Newton's method; proofs of major results, such as the product rule, chain rule, and L'Hospital's rule

Math 1472: Semester 2, January – May, 2 credits

Integration, including definitions, applications and techniques, with more exposure to proofs and formal reasoning; Rigorous treatment of sequences and series

Calculus II

Math 1473: Semester I, September – December, 2 credits

Introduction to differential equations, including first and second order linear differential equations; systems of linear equations; basic matrix algebra; logic, set theory, and methods of proof

Math 2471: Semester 2, January – May, 2 credits

Theoretical course in linear algebra, including Euclidean space and general vector spaces; eigenvalues and systems of differential equations

Calculus III

Math 2472: Semester 1, September – December, 2 credits

Multivariable functions; differential geometry of curves in Euclidean space; parametric surfaces; partial and directional derivatives; total derivative matrix and linear approximations; chain rule; quadratic forms, Sylvester's Theorem, Taylor's Theorem, and multivariable optimization; Lagrange multipliers

Math 2473: Semester 2, January – May, 2 credits

Multiple integration; integrals on parametric curves and surfaces; classical theorems in vector analysis, stressing a conceptual and geometric approach

FROM UMTYMP TO COLLEGE

Every year, juniors and seniors in UMTYMP Calculus and their parents are provided information on how the department can assist in the college selection and application process. Opportunities and options specific to UMTYMP students include:

- UMTYMP alumni survey results - college choices, majors and scholarships
- Types of colleges and universities - public and private, their strengths and weaknesses
- UMTYMP letters of recommendation
- UMTYMP transcripts and course information to provide to colleges and universities
- Transfer of UMTYMP credits and/or exemption

FIRST DAY CLASS SCHEDULES

Finalized class schedule with class dates, location, and times will be sent in August. A carpool list will also be sent at that time. The most up-to-date versions of class schedules will be posted to www.mathcep.umn.edu when available.

CLASS SESSIONS

Classes will typically meet 1 day per week. During exam weeks there are two class sessions (one for the test and one for new material). Algebra and Geometry/Math Analysis are offered on Thursdays, with occasional Tuesdays. There will be two sections of Calculus I and II, on Wednesday and Thursdays (during exam weeks all students will attend the exam review on Monday and take the exam on Thursday). Calculus III will be offered on Tuesday and Wednesday with Monday exam reviews and all students taking the exam on Wednesday.

FIRST SEMESTER

At the first class, syllabi, and textbooks will be distributed. In addition to the lesson, information about the academic expectations of the course and program policies will be reviewed. **Students will also receive contact information to record on the front cover of this handbook.**

Class Site	Level	Start Date
Twin Cities	Algebra I & Geometry	Thursday, September 7
	Calculus I/II	Wednesday, September 6 or Thursday, September 7
	Calculus III	Tuesday, September 5 Wednesday, September 6

SECOND SEMESTER *TENTATIVE DATES!*

At the first class, new course materials will be distributed.

Class Site	Level	Start Date
Twin Cities	Algebra II & Math Analysis	Thursday, January 4
	Calculus I	Wednesday, January 3 or Thursday, January 4
	Calculus II	Wednesday, January 10 or Thursday, January 11
	Calculus III	Tuesday, September 9 Wednesday, September 10

GENERAL POLICIES & PROCEDURES

PROGRAM CONTACTS

Parents with questions, comments, or concerns may contact the UMTYMP office directly by emailing mathcep@umn.edu or by calling 612-625-2861.

Students will be given contact information for their Instructor and Teaching Assistant at the beginning of each semester. Please retain this information for your student's use.

STUDENT ATTENDANCE

Our face-to-face time with students is limited in UMTYMP, making each hour of class very valuable. Attendance is critical to success in UMTYMP, and missing any class sessions greatly reduces student success rates. Repeated absences may be grounds for dismissal from the program. To reflect the importance of being in class, class participation counts for 10% of your final course grade. Excused absences, such as observance of religious holidays, will not decrease your participation score.

Students who miss class for any reason are required to notify us prior to the date of absence. If a student is ill, please report the absence before the start of class.

If a student is absent, you must make arrangements to turn in homework or reschedule exams, as appropriate. **Makeup exams must be taken before the scheduled exam time**, and be arranged **two weeks prior to the absence**. In the case of sudden illness, **a doctor's note is required** before the exam can be made up. This is University policy.

Calculus I-III courses run on multiple days; for example, a student might attend Calculus I on Wednesdays, or on Thursdays. If a student has a one-time conflict on their regular UMTYMP day, it may be possible to attend class on the other day during that week. This option is for occasional use only, and should not be used on a regular basis.

To report an absence, schedule a makeup exam or request a one-time switch from one day to another, please follow the appropriate link on the MathCEP homepage (www.mathcep.umn.edu) or call us at 612-625-2861.

TEXTBOOKS

Textbook information can be found at (<http://www.mathcep.umn.edu/umtymp-textbooks>). The cost of UMTYMP textbooks is included in the Program fees. If you plan to provide your own textbook rather than purchase one from UMTYMP, you may email mathcep@umn.edu **no later than 10:00AM on July 17, 2017** to let the office know of your plans. Emails any later than this will not be accepted, and no reduction in fees will be issued.

CLASSROOM SUPPLIES

Students should bring paper, pencils and erasers that with them at class each week.

Calculators- UMTYMP students are no longer required to purchase a graphing calculator, but must have an “equivalent” device. **Students should bring this device to every class** and be ready to do computations as directed by their instructor. A scientific calculator with trigonometric functions will suffice; in some semesters functions to compute combinations and permutations (e.g. nCr and nPr buttons) could be helpful. Common choices cost less than \$15 and include the Casio fx-300ES Plus, TI-30XS, or an equivalent. Students can also use a personal or school-issued tablet or Chromebook with GeoGebra or Desmos installed. Before making any purchases for UMTYMP, you may wish to consult with your school to see if a certain device is required for science courses.

Geometry- During Geometry in the second year of the program, students will need a straightedge, compass, protractor, and graph paper.

SNOW DAY PROCEDURES

If UMTYMP class is cancelled due to inclement weather, notice will be posted on our main website, www.mathcep.umn.edu. We generally try to make up missed classes very quickly. Notification of when classes are to be made up will also be listed on the main website.

UMTYMP classes will not meet if closings occur at either the University of Minnesota, or a majority of metro area schools. *PLEASE NOTE:* if metro area schools close due to extreme weather in the morning, but conditions have improved by the afternoon, we may still hold class.

If severe weather in your area makes travel hazardous (but UMTYMP has not been officially cancelled), please use discretion regarding class attendance. If you decide your child cannot attend class due to the weather, please make sure to follow the homework guidelines on page 7 of this document and call the office to report the absence.

WITHDRAWAL FROM THE PROGRAM

We understand that occasionally a student is not able to continue in UMTYMP. We want students to succeed in their mathematics education. If a student plans to withdraw from the program at any time during the academic year, parents must send written documentation of the student’s withdrawal to the UMTYMP office. UMTYMP may also request a parent conference prior to the student’s withdrawal.

LOST & FOUND

Students are responsible for their personal possessions. UMTYMP uses a variety of classrooms in several University buildings. Items left behind, especially books and calculators, are not always retrievable—even the next morning. [Found items may be brought to the UMTYMP office (Vincent Hall, Room 4) lost & found box.]

INDIVIDUALIZED EDUCATION PLANS

UMTYMP attempts to make reasonable accommodations for all students with special needs. Parents should be aware that University guidelines and regulations related to special needs often differ from what can be expected at a student's regular school. UMTYMP is bound by University policies and works closely with the University's Disability Resource Center to determine what accommodations are available and appropriate.

If your student has an IEP you should contact the UMTYMP office well before the semester starts so that there is time to make any arrangements. In many cases our staff will refer you to the University's Disability Resource Center, which may require documentation of your student's special needs before approving accommodations.

FOOD

Because our classes take place in the late afternoon, many students bring snacks to class. This is generally fine, as long as students clean up after themselves and do not cause a distraction for the rest of the class.

ALLERGIES AND HEALTH CONCERNS

Please notify us as soon as possible of any health concerns which the UMTYMP staff should be aware of—for example, any allergies which could be triggered by food in the classroom.

COURSEWORK & GRADES

HOMEWORK

Homework is a major component of a student's work in UMTYMP. Successful completion of all assigned homework is vital to maintaining a good grade in UMTYMP. Students receive a class syllabus at the beginning of each semester listing assigned homework. Any changes to the syllabus will be announced in class and posted to the course Moodle website.

All assigned homework is due at the beginning of class on its due date. Homework handed in after class has begun will be considered late.

If a student will miss a class for any reason, their homework is still due according to the due date on their syllabus. Students must plan ahead. They should submit their homework in ONE of the following ways.

- 1) Hand it in a week early. It should be given directly to the *Teaching Assistant* (high-school level) or *Lecturer* (calculus level). Do NOT hand homework to workshop leaders or other teachers.
- 2) Send it to class on the due date with a classmate who can turn it in on your behalf.
- 3) Mail it to the UMTYMP office. It will be considered on time as long as the postmarked by the day after its due date. It should be mailed to:

MathCEP – UMTYMP
(Class level – Name of teacher)
4 Vincent Hall
206 Church St SE
Minneapolis, MN 55455

Please note: often mail reaches our office within two business days, but occasionally homework arrives a full week after the postmark. Hence there may be a long delay in grading and returning homework which is mailed in.

If the above methods are not possible, you may scan & email your homework to the UMTYMP office at umtymp Homework@umn.edu. (Do NOT email homework to your teacher.) Your email should include your name, UMTYMP class, and instructor. Be sure you to include section numbers and problem numbers with your work. **It is your responsibility to make sure the resulting scan has a reasonable file size and is legible.** If instructors have difficulty reading the work they will not grant credit for the assignment. In general:

- **Scanners** produce documents which can be read and graded, but you should still check the file before emailing it. Make sure you send the final scan, *not the low-quality preview scan*.
- **Photographs** of homework assignments (with cell phones or cameras) are **NOT acceptable**.
- Homework which has been **typewritten** with proper mathematical formatting may be submitted in PDF form. Microsoft Word documents are not acceptable. (Typed homework is *not* common in UMTYMP, but some students in the Calculus component choose to learn a mathematical typesetting software package such as LaTeX.)

Please do NOT duplicate your homework or send it in multiple ways. Having several copies of a student's homework can lead to confusion and mis-grading. Exceptions for late homework can be made when there is a family emergency or a student illness accompanied by a doctor's note. Please contact the UMTYMP office directly if this situation occurs. (mathcep@umn.edu, 612-625-2861). Unexcused, late homework is subject to the following policies:

High school level. Students who turn in homework one week late will lose 50% of their points on the assignment. Any homework submitted more than one week late will receive a grade value of zero. All homework scores count towards a student's final grade.

Calculus level. Students are allowed one free late assignment each semester, within one week of its due date. Any additional late homework will be graded at 50% off.

EXAM POLICY

- Students are expected to take their exams on their scheduled days. Students will receive a class calendar at the beginning of the year; schedules are also posted at www.mathcep.umn.edu.
- Students who will miss an exam due to a conflict MUST take it ahead of time. Contact the UMTYMP office at least 2 weeks in advance to schedule your alternate exam time. (mathcep@umn.edu, 612-625-2861)
- Exceptions can be made for family emergencies or student illness. A student who misses an exam for illness will be required to provide a doctor's note. Please contact the UMTYMP office directly if this situation occurs. (mathcep@umn.edu, 612-625-2861)

GRADES

UMTYMP grades are determined by performance on both written and online homework, exams and class participation. The following percentages may be adjusted in specific courses, but can serve as a basis for how gradelines will be established.

- 45% exams, 45% homework (written and online) and 10% class participation

Students are expected to earn a "B" or better, in order to progress to the next level of UMTYMP courses. If students fall below this level, they are subject to the following policies:

- For Algebra I/II and Geometry/Math Analysis-
Students who end the semester with a "B-" may be allowed to continue under academic probation, with an approved learning agreement. Any students below this level will receive a grade of "W" (withdrawn) and receive no credit for that semester. Students who receive a "W" have the option of repeating their UMTYMP course the following year or returning to their home school to take the class.
- For all Calculus courses-
Students with a final college grade of "B-" or below will not be allowed to progress to the next UMTYMP Calculus course. These students may request a "W" (withdrawn) on their transcript in place of a letter grade. Taking a "B-" will affect a student's college GPA, but the student will receive credits towards graduation. A "W" grade will not lower a student's college GPA, but the student receives no credit towards graduation.

REPORTING GRADES

Students receive a grade report at the end of each completed UMTYMP semester. Grade reports are also submitted to the student's home school at the beginning of January and the end of May.

- Algebra I/II and Geometry/Math Analysis grades are reported to a student's home school as is. For example, if a student receives a "B+", that is the grade we report.
- A student in the Calculus component receives a grade which is recorded on their University of Minnesota transcript. We also report a "high school grade" to the student's home school. The high school grade is one full letter grade higher than the official college grade recorded. For example, if you get a grade of "B" in UMTYMP Calculus, your University transcript will say "B", but a grade of "A" is reported to your school. Any college grade of "B+" or higher is reported as an "A+" to schools.

As noted in the next section, we have no control over how a school chooses to weight UMTYMP Calculus grades. At many schools it would be advantageous to report the University grade, which would be weighted more than the high school grade. We are discussing this policy and will communicate any changes to students and parents.

CREDIT AT STUDENT'S HOME SCHOOL

Per Minnesota State Statute 2009, 120B.14, mathematics credit must be granted to UMTYMP students enrolled in public school, regardless of student grade-level or age, provided that the overall test scores on the standardized final examinations are sufficiently high (at least the 87th percentile) and the final course grade is a "B-" or higher. Most private schools will also grant credit, but you should discuss the program with your institution in order to see how they treat the granting of credit.

PLEASE NOTE: The state law affects only the granting of credit to UMTYMP students. Neither UMTYMP nor the state statute control the local school's grading or GPA policies. It is each individual school's responsibility to determine how it uses UMTYMP grades in calculating a student's GPA. If parents have questions regarding the school's grading policy or how items will be recorded on the middle/high school transcript, please contact your home school directly.

ACADEMIC DISHONESTY

We encourage students to collaborate on assignments; however, homework should reflect a student's own thoughts and ideas and be in his/her own words. Cheating, or misrepresentation of student work, violates the University of Minnesota's Academic Code of Conduct. This includes submitting an examination or assignment that is not a student's own work. Any act of scholastic dishonesty is regarded as a serious offense and can result in consequences up to and including expulsion from UMTYMP.

Anecdotal evidence suggests that our standards in this regard are higher than the students experience in their regular courses. To help students with the transition we describe to them what is appropriate and inappropriate behavior, but ultimately it is the responsibility of the student to act in an ethical manner.

Each student will a handout describing this policy at the beginning of the fall semester, which must be signed and returned to the MathCEP office.

ACADEMIC PROBATION

UMTYMP may place a student on probation due to lack of attendance, low homework scores, low test/exam scores, or other issues. Probation requires a learning agreement, which may include required attendance at study sessions, or other measures designed to increase the student's chance for success. If a student on probation does not improve, UMTYMP may require the student to withdraw from the program.

STUDY SESSIONS & ADDITIONAL RESOURCES

UMTYMP has a variety of resources available to students who need extra help outside of class to learn a concept, finish a homework problem or study for an exam:

- Instructors and TAs share email and/or phone numbers with students so they can be contacted with questions. Certain hours of the week may be designated as “office hours,” especially for phone calls. Please respect those schedules.
- Students can post questions on their course’s Moodle website forum and get responses from other students and TAs.
- Students may come to campus for in-person study sessions, which are described below.

STUDY SESSION DAYS

Due to the size and nature of classes, instructional staff offer study sessions throughout the semester. The location of and dates for study sessions will be included on the class schedules. On their scheduled dates, study sessions are held from 4:00-6:00pm.

Students who plan to attend but know they will arrive late (after 4:30pm), should call the UMTYMP office (612-625-2861) before 4:00pm on the day of the study session. We need to inform the Teaching Assistant or Workshop Leader of their late arrival. If no students are present at 4:30pm, and the TA or Workshop Leader has not been notified to expect late students, the TA or Workshop Leader may leave.

Study sessions are for all students. Students may ask general or theoretical questions as well as homework questions. The ideal approach to a study session is to consider it a cooperative learning effort. Do as much of your homework as you can prior to the session. You may then request assistance at the study session with problems that were difficult or unclear, or share information with your peers. For many students, study session attendance greatly enhances comprehension and improves grades. All students can benefit and are encouraged to attend regularly.

TUTORING RESOURCES

UMTYMP does not maintain a list of tutors and does not endorse any particular tutor or tutoring service. When families contact us about tutoring for a student struggling in an UMTYMP class, we nearly always find it is a student who is not taking advantage of the resources described above: not contacting instructors or TAs for help, not posting on Moodle, and not attending study sessions. We therefore highly encourage students and families to make use of those resources which are already available to them at no extra cost before considering a tutor. Our instructors and TAs are also better situated to give help specifically for UMTYMP courses.

Please keep the following points in mind regarding tutors:

- Students should find our courses challenging and difficult and may struggle at times. However, if a student can only achieve a passing grade in UMTYMP with the continual assistance of an outside tutor then it may be worth discussing with our staff whether or not UMTYMP is an appropriate program for them.
- There are many fantastic tutors in the Twin Cities area, including some who have been involved with UMTYMP in the past. However, families should always be careful to verify any credentials. We have seen instances of advertisements which exaggerate a tutor's connections to UMTYMP: "former UMTYMP" students who were in the program for a few semesters – or of whom we have no records; former clerical staff who advertise themselves as previous members of our instructional team; and so on.
- UMTYMP instructional staff cannot accept extra payments for "extra instruction" outside of class; we are already paid to teach our students and an additional tutoring arrangement would be unethical.

OTHER UNIVERSITY RESOURCES

COLLEGE CREDIT & REGISTRATION

UMTYMP registers calculus students with the University of Minnesota's College of Continuing Education (CCE). ALL registrations are sent to CCE simultaneously. UMTYMP requires tuition payment in order for students to be officially enrolled. It may take up to four weeks for proof of registration to arrive at your home once UMTYMP has filed the registration forms with CCE. It contains the student's U of MN ID number and allows UMTYMP students to use the University of Minnesota libraries. Because UMTYMP students do not pay University of Minnesota registration fees (over \$300/semester), they do not have full use of all University facilities.

UNIVERSITY OF MINNESOTA TRANSCRIPTS

The UMTYMP office cannot process transcript requests. Students in the Calculus component must request a transcript from the University of Minnesota Registrar's Office. Please visit their website at http://onestop.umn.edu/grades_and_transcripts/ for further details. A recorded message is also available at 612-624-1111.

LETTERS OF RECOMMENDATION

Requests for UMTYMP letters of recommendation should be sent to MathCEP@umn.edu with the Subject Line: Letter of Recommendation. **You must submit requests at least 2 weeks prior to the date when the letter is due at the institution.** In addition, you must complete an "Authorization for Release" form and return it to our office. With this signed document, you waive your right to access letters of recommendation written for you, and allow MathCEP to release information concerning your participation in UMTYMP. Data privacy laws do not permit us to release this information unless we have written authorization from the student. You can pick up the "Authorization for Release" form in the UMTYMP office (Vincent Hall, Room 4). The form is also available at www.mathcep.umn.edu/letters/.

PLEASE NOTE: Policy requires MathCEP to release letters only to the institutions to which the student is applying for admission or financial aid. Letters will NOT be released to students or high school administrators. If you have any questions, please call the UMTYMP office at 612-625-2861.

TRANSPORTATION INFORMATION

PARKING AND DROP-OFF OPTIONS

Due to construction, UMTYMP classes have been moved from the East Bank to Blegen Hall on the West Bank campus. Parking is usually available in both the 19th Avenue and 21st Avenue lots during the time of our classes. The University Police Department has approved only one location for drop-off/pick-up of UMTYMP students. Students should be dropped on South 4th Street, between 19th Ave S and 21st Ave S. If you choose to wait for your student, please remain with your vehicle. Leaving the vehicle may result in a parking citation.

UMTYMP understands that the limited number of drop-off places is a source of frustration and concern. However, we are unable to influence the situation. You may contact the University Parking and Transportation Services at 612-626-PARK or the University Police Department at 612-624-3550 if you have questions or concerns.

The current hourly parking rate at University of Minnesota parking ramps, garages and lots is \$3.00. However, prices will vary, and more detailed information is available at Parking and Transportation Services (612-626-PARK or <http://www1.umn.edu/pts/park/visitorparking.html>).

Special Events parking is more expensive, and may affect various ramps and lots at various times.

PARENT WAITING AREAS

1. Blegen Hall has benches in many hallways, tables on the south end of some floors, and a lounge area in the basement.
2. Wilson Library
3. Wiley Hall has a large waiting area where parents can wait for their students.
4. Cedar-Riverside Neighborhood has many coffee houses and restaurants.
5. Seven Corners (where Washington Ave and Cedar meet) has restaurants and other businesses that you could visit while students are in class. It is about a five-minute walk.

RULES & CLASSROOM BEHAVIOR

UMTYMP supports activities that enhance and enrich classroom instruction and expects all students to behave maturely and responsibly. The following rules of conduct outline the Program's expectations. UMTYMP faculty, workshop leaders, and teaching assistants will immediately report all violations of the conduct rules to the UMTYMP administration. UMTYMP refers students engaged in unacceptable behavior to an UMTYMP administrator assigned to handle guidance, counseling and behavioral matters. The administrator will place the student on probation and monitor his/her behavior. **If a student continues displaying unacceptable behavior, we will dismiss him/her from UMTYMP.**

1. We will not permit threats to, physical abuse of, physical aggression toward, or harassment of UMTYMP staff, students, and/or faculty. We will immediately dismiss from UMTYMP any student engaging in such behavior.
2. Students will demonstrate respect in words and actions to other students, staff, and faculty. **Instructors will not tolerate disruptive or disorderly behaviors that interfere with classroom instruction and/or the educational directives of UMTYMP.**
3. Students will not cheat or misrepresent their work. This includes submitting an examination or assignment that is not a student's own work, and/or aiding and abetting another student in an act of scholastic dishonesty. Scholastic dishonesty is defined as "the violation of rules under which an examination is given or homework is assigned." While we encourage students to collaborate on assignments, homework should reflect a student's own thoughts and ideas and be in his/her own words.
4. Students will arrive to class, and return from breaks, on time.
5. During breaks, students will demonstrate responsible behavior. Running in halls, unnecessary use of the elevator, throwing debris and food, spraying water, spilling pop on floors, screaming and disrupting other classes, damage to, theft, destruction of, or unauthorized use or possession of property belonging to the University are NOT tolerated.
6. Students must dispose of food or beverage debris in wastebaskets. If students abuse the privilege of bringing food into classrooms, we will revoke the privilege.

Please Note:

UMTYMP students in the Calculus component are registered as University students and as such are also required to follow the Standards of Student Conduct of the University of Minnesota. http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.html

FAMILY CONTRACT

Dear Parents and Students,

UMTYMP is a commitment that requires time and effort similar to that of a varsity sport. Our intent with this contract is to ensure that both students and parents/guardians are aware of the UMTYMP standards and expectations, as well as their respective responsibilities, and that parents will provide the necessary support to enable students to succeed.

Student Responsibilities:

- UMTYMP is a major priority in my schedule.
I will attend each scheduled class, as attendance is critical to my progress.
- If I cannot attend a class for any reason, I will work with my classmates and instructional staff to complete assigned work.
- I will complete all assigned work, recognizing that this may involve more than 10 hours of weekly study time.
- I will contact my course instructor and/or teaching assistant if I have questions concerning coursework content, or grading.
- I will maintain a “B” grade or better. If I do not, and am placed on probationary status, I will complete my learning agreement assignments to improve my grade.
- I understand that although UMTYMP is offered at a post-secondary institution, due to the nature of the program I waive the rights offered to me under the FERPA (Family Educational Rights and Privacy Act) guidelines and agree that the program has the right to disclose information about my performance to my parents/guardians.
- I understand that scholastic dishonesty (see “Rules of Classroom Behavior”) is considered a serious offense and may result in dismissal from UMTYMP.

Parent Responsibilities:

- I will discuss time management with my student and review his/her academic-year activities before s/he accepts a position in the class.
- I will ensure my student has transportation to UMTYMP classes and exam sessions.
- If my student cannot attend a class for any reason I will notify the UMTYMP office in advance.
- I will help my student prioritize his/her time for successful completion of weekly assignments.
- I may withdraw my student from UMTYMP at any time. I will contact the UMTYMP office to discuss any plans to withdraw my student from the Program, prior to submitting a request for withdrawal.
- I will pay all Program costs and book fees in accordance with the fee schedule. I understand that I must pay the fees for the academic year when my student enters the Program. I understand that I am responsible for all fees, paid or outstanding, regardless of my student’s attendance, progress, or withdrawal from the Program.
- I agree that MathCEP has the right to photograph my student for promotional materials.

SCHOLARSHIPS

Students requesting a scholarship must request it at time of registration. **All** students must pay the \$100 deposit by the deadline (June 15 for all levels). This ensures your intention to enroll for the year.

UMTYMP offers a limited number of scholarships at all levels of the Program. Their purpose is to provide partial or full support for students who have demonstrated the ability to do well in the Program and have genuine financial need. The first round of decisions will be made according to Minnesota state guidelines shown below. **Due to reduced availability of scholarship funds, eligibility on the table below does not guarantee you will receive a scholarship.**

The amount of the award will be based on several factors, including the requested amount, the evidence supporting this request, and Program funds available. Some allowances may be made based on individual circumstances.

All scholarship requests must include a letter providing the following information:

1. Amount of the request (books, tuition or any combination). *If you qualify for a calculator scholarship, UMTYMP will provide you with one. We cannot reimburse you if you purchase your own.*
2. Past academic performance of the student, and plans for the current year.
3. Financial reasons for the request. These should be stated clearly and concisely. *Financial documentation must be attached to the letter. A copy of your most recent federal income tax form is required. Special financial circumstances or situations should be noted.*
4. Additional information that might be helpful, such as health concerns, unemployment, etc.

Each approved request will be valid for 1 year. Subsequent requests are required for additional years. Award notifications are mailed to the home address on file in the UMTYMP office.

Percentage of Program Tuition/Books that Scholarship Funds May Cover

Gross Household Income	Family Size						
	2	3	4	5	6	7	8
<\$26,436	100%	100%	100%	100%	100%	100%	100%
\$26,437-\$33,264	75	100	100	100	100	100	100
\$33,265-\$40,104	50	75	100	100	100	100	100
\$40,105-\$46,932	25	50	75	100	100	100	100
\$46,933-\$53,760	0%	25	50	75	100	100	100
\$53,761-\$60,588		0%	25	50	75	100	100
\$60,589-\$67,428			0%	25	50	75	100
\$67,429-\$74,256				0%	25	50	75
\$74,257-\$81,084					0%	25	50
\$81,085-\$87,912						0%	25
>\$87,913							0%
For each additional household member add \$6,828							

PAYMENTS DUE

Make deposit checks payable to the UNIVERSITY OF MINNESOTA
YOUR CANCELLED CHECK IS YOUR RECEIPT

The \$100 deposit is due in order to guarantee enrollment.

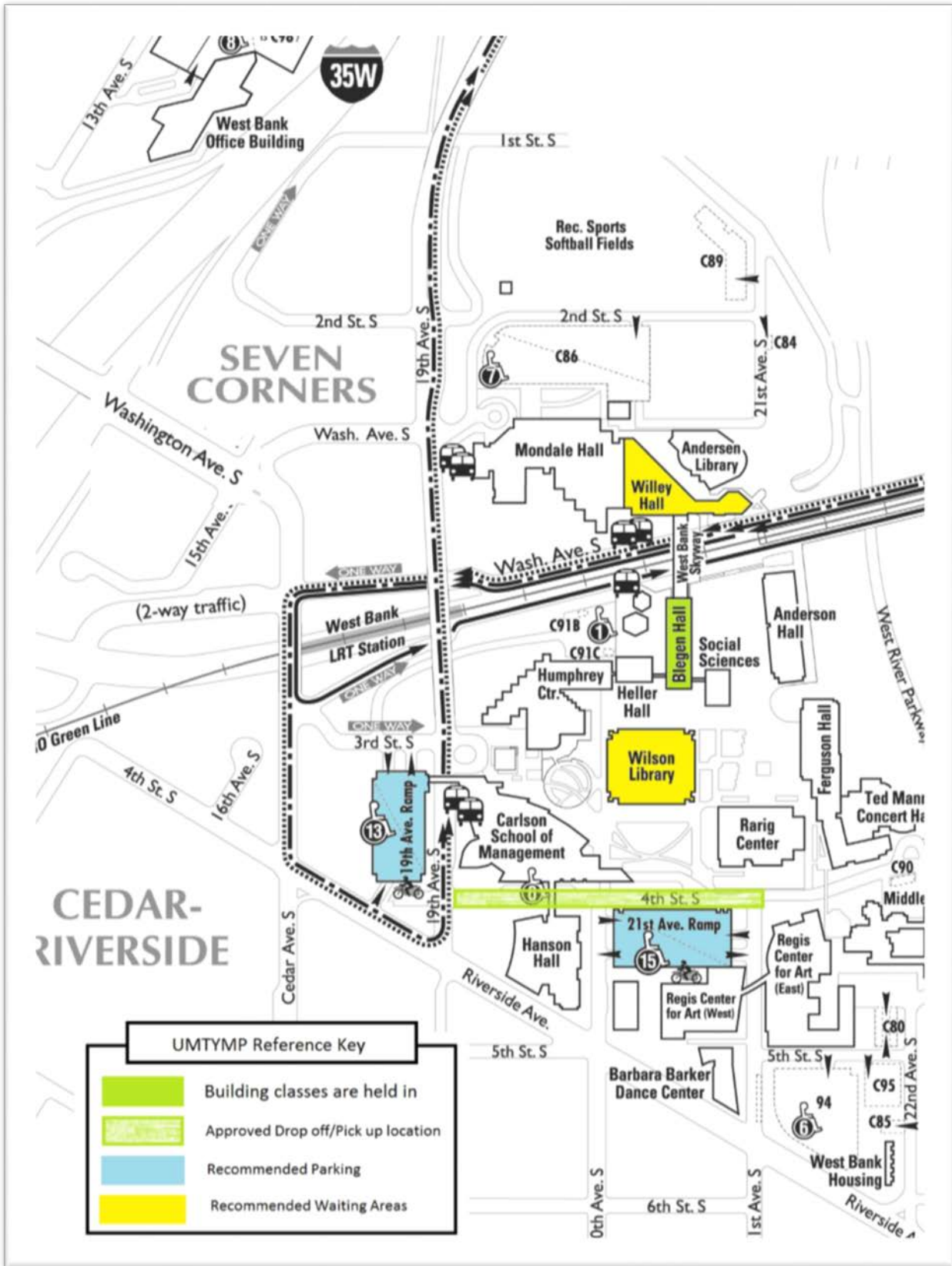
		Algebra	Geometry/ Math Analysis	Calc I	Calc II	Calc III
6/23/17	Submit registration form Pay deposit <i>Submit check to UMTYMP office.</i>	\$100	\$100	\$100	\$100	\$100
8/31/17	Pay Fall Semester tuition * <i>You will receive a bill by mail.</i>	\$510	\$455	\$615	\$625	\$630
1/2/18	Pay Spring Semester tuition <i>You will receive a bill by mail.</i>	\$410	\$525	\$515	\$515	\$515
	TOTAL	\$1,020	\$1,080	\$1,230	\$1,240	\$1,245

* Textbook(s) are purchased for students and are **INCLUDED** in your tuition fees.

LATE REGISTRATION

Students must petition the UMTYMP office to request late registration. Late registration may result in forfeiture of a student's spot in the class.

CAMPUS MAP



UNIVERSITY OF MINNESOTA

GIVE TO HOME SCHOOL TEACHER OR COUNSELOR AS SOON AS POSSIBLE,
BUT NO LATER THAN THE FIRST DAY OF UMTYMP

*The University of Minnesota Talented Youth Mathematics Program (UMTYMP)
has invited*

(Print Student's Name)

to participate in UMTYMP during the 2017-18 school year.

This is official notification of the following student's intent to participate in the program:

UMTYMP recommends that this student not take a mathematics course in your school, since by Minnesota state law, the student will receive High School mathematics credit for UMTYMP coursework. Possible alternatives to a math class would be for the student to only sit in on a math course or to enroll in study hall. Please ensure that a math teacher at your school maintains contact with UMTYMP students. The Math League Team coach should be aware that UMTYMP students make very good candidates for the team.

UMTYMP classes are generally held weekly -- Mondays through Thursdays (depending on student's level within the Program) from 4:00 to 6:00 in the afternoon. Please assist the student in arranging a schedule to enable him/her to attend classes.

We ask students for the NAME of a contact person from your school to whom grades and correspondence should be sent. Please provide the student with this information.

If you have any questions, please call the UMTYMP office at 612-625-2861.

Thank you for your assistance.

GIVE TO HOME SCHOOL TEACHER OR COUNSELOR AS SOON AS POSSIBLE, BUT NO
LATER THAN THE FIRST DAY OF UMTYMP
