

GTA INFORMATION

**DEPARTMENT OF MATHEMATICS
UNIVERSITY OF LOUISVILLE**

FALL 2007

TO: Mathematics Graduate Student
FROM: Ron Sahoo, Graduate Studies Director
Date: August 15, 2007

Welcome new and returning graduate students! This GTA Information booklet is especially written for you. I am sure you will find it helpful. If you have any question, feel free to ask me.

TEACHING

MATH 693 is a requirement

If you are a graduate teaching assistant and have not taken MATH 693: Advanced Seminar in Mathematics Teaching, then you must do so at your first opportunity. If this is your first semester as a GTA, then you must take it this Fall semester. MATH 693 is required by the Graduate School in order to satisfy rules mandated by SACS, the organization which accredits the university's programs. They also require 18 graduate credit hours in mathematics before a GTA can have sole responsibility for a class. That's why beginning GTAs teach recitation courses for large lectures.

Meet with your lecturer

Make sure you meet with the lecturer of the course for which you are teaching a recitation, or the course coordinator, if you have sole responsibility for a class. He or she will fill you in on their expectations for the course and tell you what you are expected to do during the recitation. If you are responsible for your own course, the course coordinator will give you information about course contents.

Instructional responsibilities

- It is a College requirement that every student be given a syllabus during the first week of classes. If you are teaching a recitation section for a large lecture course, or a lab, be sure to check with the lecturer to find out about syllabus requirements. If you are responsible for your own course, you must get information from the course coordinator concerning the content of the course. You should prepare a syllabus listing your expectations for the course, assignments, office hours, evaluation methods, necessary preparation and how the final grade will be determined. A copy of this syllabus must be given to Stephen Altman, in the Mathematics Department office. Follow this syllabus during the semester.
- Get a desk copy of the text for the course you are teaching. Stephen Altman (Room 328) in the Mathematics Department office can help you with this.
- Meet your classes as scheduled. In the case of anticipated absences, it is your responsibility to arrange a suitable substitute and to obtain prior permission from the Chairman of the Department. Absence due to unanticipated emergencies is sometimes unavoidable. Such cases should be reported to the Chairman and your course coordinator or instructor of the large lecture as soon as possible.
- It is important that assignments be graded and returned within a reasonable period of time. Most of the time, assignments should be graded and returned by the next class period.

- Office hours are very important. You must have at least one regularly scheduled office hour for each hour of classroom time. Special appointments should be made for students who cannot meet you during your office hours because of schedule conflicts.
- It is a College requirement that standard student evaluations be given every semester in every course. Student evaluation packets are distributed to all instructors near the end of each semester. Instructions for administering the evaluations are included within the evaluation packet. Follow those instructions. In addition to those written evaluations, your teaching may also be evaluated by someone attending some of your classes during the semester.
- The Department and the College set the schedule for final exams. You must follow this schedule.
- It is against privacy regulations to post grades in such a way that individual students can be identified by other people, and it is also forbidden to give grades over the phone. Final grades are available to students over the telephone and on the Web within a few hours after the grades are submitted, so students don't have to be told their grade earlier.
- At the end of each semester final course grades need to be entered via the web on Ulink; this needs to be done within 48 hours of the final exam. Make sure to print out a copy of your grade roster and give it to Stephen Altman.

Incompletes

It is not uncommon near the end of a semester for students to request an incomplete grade. An incomplete grade allows a student to defer completion of the work in a course into the next semester. In order for an incomplete grade to be granted, three conditions must be met: (1) the majority of the work was completed by the time the incomplete is requested; (2) the work completed during the semester must be enough to ensure a passing grade; and (3) the reason for not completing the work within the semester is beyond the student's control. If you are teaching a recitation section, all requests for incomplete grades must be handled by the lecturer. If you have responsibility for your own course, you must check with the course coordinator before assigning an incomplete grade.

Adding students to closed sections

At the beginning of a semester you will often get frantic requests from students to be added to the class you are teaching after it is filled to capacity. You cannot honor these requests. The only way a student can be added to a closed section is by permission of the Assistant Chair (Professor Powers) of the Department.

Additional help for students

Help for the General Education Mathematics courses (lower level) is available through the REACH Program, which is located in Strickler Hall, Room 226. Look for announcements about supplemental instruction early in the semester.

GRADUATE STUDENT INFORMATION

Graduate Program for Masters

- If you have not completed one or more of Math 502, 522, 562 (or PHST 662) or are not ready to take the 600 level equivalents, you need to complete these courses and any of their prerequisites during the first year to remain in good standing.
- Students intending to write a thesis need to select a thesis adviser by the beginning of their second year.
- Students intending to take the Master's exams, need to contact the Graduate Studies Director, Dr. Prasanna Sahoo, by the beginning of their 4-th semester.
- Students may take up to 3 hours of internship credit for an internship approved by the Internship Director, Dr. Ewa Kubicka and must present a detailed written report to the Internship Director for approval by the Graduate Studies Committee, before credit will be awarded. Internship credit cannot be transferred to the Ph.D. program.
- Courses outside of mathematics need prior approval by the Graduate Adviser, Dr. André Kézdy.
- At least 15 hours must be taken from courses in the Department of Mathematics numbered between 601 and 689. Those taking the exam option must take at least one sequence among those courses, those writing a theses must take 2 sequences.

Graduate Program for Ph.D.

- If you have not completed one or more of Math 502, 522, 562 (or PHST 662) or are not ready to take the 600 level equivalents, you need to complete these courses and any of their prerequisites during the first year to remain in good standing.
- Core courses need to be attempted by the beginning of the second year to remain in good standing.
- Qualifying examinations should be taken as close as possible to the completion of the corresponding sequence. The Graduate Studies Director sets the dates for the examinations and will contact students to sign up for them.
- Independent study courses should not be taken until major requirements are close to completion. These need to be approved by the department chair and require a detailed plan. Forms are available from Barbara Newlin.

- The student should choose an advisory committee and a major professor no later than after passing the qualifying examinations.
- Additional Topics and Area of Specialization courses are selected in consultation with the advisory committee and reported to the Graduate Adviser, Dr. André Kézdy. If the courses are outside the department they need to be approved by the Graduate Adviser. Courses in this area may include independent study and dissertation research.
- A Computing Project will be selected in consultation with the advisory committee and a detailed proposal needs to be submitted to the Graduate Studies Committee, directed by Dr. Prasanna Sahoo, for approval.
- Proposal for an Industrial Internships should be prepared in consultation with the advisory committee, and a detailed proposal needs to be submitted to the Internship Director, Dr. Steve Xu, who will consult with the Graduate Studies Committee. This also applies to those seeking to substitute “equivalent experience” for an internship. In the latter case, no credit hours will be awarded and the student still needs to make up the 6 credit hours ordinarily used for the internship. Upon completion, a detailed written report needs to be submitted to the Internship Director for approval by the Graduate Studies Committee.
- The Candidacy Examination will be set up and administered by the student’s advisory committee. The examination must be reported to the Graduate Studies Director, be open to all faculty members, and must be announced at least one week prior to the examination. The result must be reported to the Graduate Studies Director and Graduate Advisor.

ABSENCE DURING THE SEMESTER

- As a 10 months GTA your contract runs from August 1 to May 31 and you need to be available for meetings, classes etc during that time, with the exception of days on which the University is closed. This includes meetings with the instructor of the course for which you are a TA, which typically happens before the semester starts and the grading time for final examinations.
- If you are absent due to an emergency, you need to inform the Assistant Chair, Dr. Robert Powers, the front desk, and your instructor and make if at all possible, make arrangements for someone to cover your responsibilities, subject to approval of the Assistant Chair.
- If you have a valid professional reason for absence, you must get prior approval for the absence and arrange for someone (approved by the Assistant Chair) to cover your responsibilities.
- By the graduate school rules you are not permitted to work outside the University; we cannot grant such permission.
- Besides your teaching responsibilities, your class work is part of the GTA/Fellowship contract; thus attendance at classes is mandatory and you must remain in good standing to receive continued funding.

If you choose to take classes other than those approved by the Graduate Adviser, Dr. André Kézdy, you risk that your progress toward the degree is delayed, which may result in your funding not being renewed.

GENERAL INFORMATION

Payroll, tax and other money concerns

Barbara Newlin, our Unit Business Manager, is the person to see about any questions regarding paychecks, graduate student health insurance, tuition remission, and etc.

Goodies from the Office

If you haven't done so already, make sure you go to the departmental office to get office keys, texts for the courses you'll be teaching, desk assignment, mailbox, teaching supplies, and information about using the copiers. Stephen Altman can help you get all these items.

Use your GroupWise e-mail address

Every graduate student at UofL receives a GroupWise e-mail address (gwise.louisville.edu) for all "official University business." Your GroupWise address should be included on your syllabus so your students can contact you. We use e-mail as the main method of communicating. The Mathematics Department also has a server (erdos.math.louisville.edu) that is used for Departmental notices. In particular, the Department maintains a mailing list called GradList (gradist@erdos.math.louisville.edu) to send announcements to all graduate students. Any graduate student or faculty member may post messages to GradList by sending e-mail to the list address. Tell Professor Kézdy (kezdy@louisville.edu) your address by sending him an e-mail note. Joel Evans, our Tier I, can help you if you need to "point" your GroupWise email to another email address.

Goodies from elsewhere

- The American Mathematical Society and the Mathematical Association of America offer free or very inexpensive membership to mathematics graduate students.
- The Department has an on-going series of colloquia in mathematics. These colloquia are given by invited speakers from all over, and are supposed to be presented at a level that can be understood by a non-specialist. Graduate students are encouraged to attend. Talks are usually at 3:00 on Fridays with refreshments served.

- The Department has an active series of seminars in different areas, watch for announcements in the beginning of the semester for day / time / room.

Miscellaneous

Mailboxes/Mail: The Mathematics main office is located in NS 328. Upon arrival you will be assigned a mailbox, which is located in the main office. Please check your box daily for information related to the department as well as the courses you teach. You may also send pre-stamped U.S. mail from this office (unstamped mail will be returned). U.S. mail received should only be department related. You may have students drop off assignments to your mailbox, but please inform them that the office is only open between 8:00 am and 5:00 pm. There is a “pick-up” box that you can leave materials for students to pick-up.

Fax Machine: There is a FAX machine available in the main office for business related faxes. The fax number is 502/852-7132. Incoming faxes will be placed in your mailbox. If you have a long distance fax, you will need to contact Barbara for an access #.

Paychecks: All university paychecks must be direct deposited into a checking or savings account. You can work directly with Barbara on setting this up with Payroll. Payday is the 30th of each month, unless it falls on a weekend, and then it will be the Friday before, of course February and holidays are the exception. You may view your paycheck online by visiting ULink, click on Faculty/Staff Services and select “view paycheck.” You must know your employee/student id# in order to access this. If you don’t have this number, Barbara can help.

Photocopying & Supplies: The main copier is located in NS 249. This copier is to be used for Departmental material only. Stephen Altman will provide you with a code to enter. Each code has a copy limit, so please don’t share you code with anyone else. You are responsible for copying your class materials. Please remember to lock the copy room door after 5 pm and on weekends. If you run into any difficulties using the machine, contact Stephen at the front desk and he will assist you. If you need any supply items, check with Stephen and he will get them for you.

Refrigerator & Microwave: There is a refrigerator and microwave located in the GTA Office NS 321 and in NS 243. You are welcome to use either. You are expected to help keep these areas clean!

Textbooks: Textbooks used to teach for the Mathematics Department can be obtained from Shelly. After you receive your teaching assignments, you can pick up your books in 328b. These books need to be returned at the end of the term.

Keys: You will be issued keys for the office, your desk and the outside door (which is supposed to be locked on week-ends). Please see Shelly or Stephen for

these. Because they are University property, you need to make sure you return all keys before leaving the University.

Computer Lab: The department maintains a PC computer lab in NS 212. The lab is used for our Mathematics classes that require computers. A code is required for access during normal office hours. The lab may be used as long as a class isn't in there.

Coffee: The Mathematics Department has a Kitchen Club that allows you access to cups, knives, forks, plates, filtered water, and coffee. The cost is only \$5 a semester. Please see Stephen about the Kitchen Club if you wish to join.

Who does what?

I left my keys at home... see Stephen

The copier is jammed... see Stephen

The lights in my room are out ... see Stephen

There are no markers ... see Stephen

My paycheck is wrong/I didn't get a paycheck (yikes!)... see Barbara

My tuition/health insurance hasn't been paid-- The Bursar is going to drop me from my courses... see Barbara

I need a textbook... see Stephen

I can't get registered... see Dr. Kezdy

Complaints from students... see Dr. Powers

Problem with student in your class... see Course Director

For graduate course advising... see Dr. Kezdy

The printer is jammed ... see Joel (cell 442-9523)

I'm sick and can't teach my class today... call the faculty member in charge of the course. Call Stephen at (852-6826) if you need a notice posted in classroom (after you've called faculty member). Try to find another GTA to take your class. Inform the Chair.

A student brought me a "drop/add" form... send them to Dr. Powers

Stephen is the office clerk and handles most messages and walk in traffic. He is the most likely to encounter students looking for your mailbox, or for you! He handles most

“housekeeping” requests and complaints. He maintains the supplies, copier and handles textbooks and mailboxes.

Shelly is the administrative assistant, and handles recitation assignments.

Barbara is the unit business manager and handles your “getting started” in conjunction with Dr. Kezdy, the registrar, graduate school, and etc. She handles payroll and other business details. Barbara has forms for independent study courses and can register you for candidacy and thesis hours.

Joel is the Department Tier I. He handles all problems related to the computer labs and printers. He can usually be reached on his cell phone at 442-9523.

Mathematics Department

Staff

Barbara Newlin	Unit Business Manager NS 331 852-6001 b.newlin@louisville.edu
Joel Evans	Programmer Analyst II NS 223 852-6054 Cell Phone: 442-9523 joel2@louisville.edu
Shelly Schroll	Administrative Assistant NS 328b 852-6829 Shelly.Schroll@louisville.edu
Stephen Altman	Clerk Senior NS 328 852-6826 sjaltm01@gwise.louisville.edu

Faculty

Professors

Bradley, Beth	NS 215 852-5927 bradley@louisville.edu
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Instructors

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Assistant Professors, Term

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White, Susan NS 241 852-3367
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Graduate Students 2007-08 (GTA, GRA, GEMS Fellow)

GTA

Allgeier Benjamine	PhD
Brauch, Timothy	PhD
Cochran, John	PhD
Crawford, Nichole	PhD
Godbey, Michael	PhD
Jobson, Adam	PhD
Khan, Mohammad	PhD
Kotey, Bernard	PhD
Leidner, Maxfield	PhD
Link, Michael	PhD
Neupane, Ram	PhD
Parks, Christy	PhD
Petrou, Christiana	PhD
Ramos, Pedro	PhD
Richie, Andrew	PhD
Short, Christopher	PhD
Smith, Lyle	PhD
Tang, Gouxin	PhD
Ugiliwenzu, Beatrice	PhD
Wang, Xiao	PhD
Wiglesworth, Lesley	PhD
Caragianis, Christopher	MA
Freibert, Finley	MA
Meyer, Kim	MA
Shen, ChenChen	MA

Other

Zahedi, Hamed	PhD	(GEMS)
Zapf, Matthew	PhD	(GEMS)
Houston, Kelly	MA	(GEMS)
Musselwhite, Rebekah	MA	(GEMS)
Hrkalovic, Srdan	PhD	(Grant)
Harrison Simerall	PhD	(Math/Physics)
Ivan Leon	MA	(Fulbright)