

TO: Mathematics Graduate Student

FROM: Ryan Gill, Graduate Studies Director

Date: August 16, 2017

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.

GTA Information

**Department of Mathematics
University of Louisville**

Fall 2017

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 that 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 and the syllabus should be posted on Blackboard following the Provost guidelines (see Blackboard for more details). 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. Follow this syllabus during the semester.
- Get a desk copy of the text for the course you are teaching. Lisa Norman (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. These are usually now administered online. Encourage students to complete the evaluations. 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.

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.

Lab responsibilities

The department maintains a PC computer lab in NS 212 (Lord's Computer Lab). The lab is used for our Mathematics classes that require computers. It is also kept open during normal hours for use by students in mathematics courses, and GTAs are assigned lab hours to monitor the lab and help student who walk in with questions from 100- and 200-level MATH courses.

- You are expected to be in the lab on time, the entire time you are scheduled. If you are going to miss, YOU are expected to find a replacement and let the main office know who that replacement is. If you are going to be late, you need to let the main office know.
- NEVER leave the lab open and unattended. If the person who is to relieve you has not shown up, call the main office at 852-6826 and someone will come lock the door so you can leave.

- There may be times faculty will want to utilize the lab during your scheduled time. It is YOUR responsibility to work with the faculty to determine if they want you to remain in the lab, or if you should move to an alternate location. If they request you to move, make sure they know the lab MUST NEVER be left open and unattended.

GENERAL INFORMATION

Payroll, tax and other money concerns

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

Items 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. Lisa Norman can help you get all these items.

Use your official University of Louisville e-mail address(es)

Every graduate student at UofL receives a university e-mail address for all "official University business." There are two emails assigned, a Card Mail account and an Exchange account. Be sure to check both accounts for email, though for simplicity's sake, you probably only want to give one as your contact. At least one of your official email address(es) 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 Gill (ryan.gill@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.

Items 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 in the afternoon on Fridays.
- 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 Shelly Schroll for an access #.

Paychecks: All university paychecks must be direct deposited into a checking or savings account. You can work directly with Shelly Schroll 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, Shelly Schroll can help.

Photocopying & Supplies: The main copier is located in NS 328 and the printer is located in NS 249. This copier and printer are to be used for Departmental material only. Use resources sparingly please. Lisa Norman 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 main office and copy room door after 5 pm and on weekends. If you run into any difficulties using the machine, contact Lisa Norman at the front desk and she will assist you. If you need any supply items, check with Lisa Norman and she 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 Lisa Norman. 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 weekends). Please see Lisa Norman for these. Because they are University property, you need to make sure you return all keys before leaving the University.

Coffee: Every semester in the main office there will be a notice placed about a Kitchen Club. If you desire to use the department coffee, filtered water, plates, napkins, forks, spoons, etc. you will need to join this club. There is a semester based fee (\$8 currently). Please see Lisa Norman about joining.

Who does what?

I left my keys at home... see Lisa Norman

The copier is jammed... see Lisa Norman

The lights in my room are out ... see Lisa Norman

There are no markers ... see Lisa Norman

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

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

I need a textbook... see Lisa Norman

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

Complaints from students... see Dr. Powers

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

For graduate course advising... see Dr. Gill

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 Lisa Norman at (852-6826) if you need a notice posted in classroom (after you've contacted your supervising 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

In summary:

Lisa Norman is the administrative assistant, and she also handles most "housekeeping" requests and complaints. She maintains the supplies, copier and handles textbooks and mailboxes.

Shelly Schroll is the unit business manager and handles your "getting started" in conjunction with Dr. Gill, the registrar, graduate school, and etc. She handles payroll and other business details. Shelly Schroll 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

Shelly Schroll	Unit Business Manager NS 328B 852-6829 shelly@louisville.edu
Joel Evans	Programmer Analyst II NS 223 852-6054 cell phone: 442-9523 joel.evans@louisville.edu
Lisa Norman	Administrative Assistant NS 328A 852-6001 lisa.norman@louisville.edu

Faculty

Chair

Thomas Riedel	NS 331 852-6826 thomas.riedel@louisville.edu
---------------	--

Professors

Biro, Csaba	NS 115b 852-2730 csaba.biro@louisville.edu
-------------	---

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

Darji, Udayan	NS 212G 852-2728 udayan.darji@louisville.edu
---------------	---

Gie, Gung-Min	NS 237 852-6207 gungming.gie@louisville.edu
---------------	--

Gill, Ryan Graduate Director	NS 248 ryan.gill@louisville.edu	852-2729
Hill, Aaron	NS 114 aaron.hill@louisville.edu	852-6078
Hu, Changbing	NS 228A changbing.hu@louisville.edu	852-6219
Kezdy, André	NS 325 kezdy@louisville.edu	852-5986
Kubicka, Ewa Actuarial Program Director	NS 324 ewa@louisville.edu	852-6021
Kubicki, Grzegorz	NS 227 grzegorz.kubicki@louisville.edu	852-6196
Kulosman, Hamid	NS 230 hamid.kulosman@louisville.edu	852-3403
Larson, Lee	NS 323 lee.larson@louisville.edu	852-0592
Li, Bingtuan	NS 236 bing.li@louisville.edu	852-6149
Li, Jiaxu	NS 224 jiaxu.li@louisville.edu	852-6828
Li, Jinjia	NS 115A jinjia.li@louisville.edu	852-5889
Miller, Alica	NS 331 alica.miller@louisville.edu	852-3281
Powers, Robert Assistant Chair	NS 225 robert.powers@louisville.edu	852-6103

Riedel, Thomas Chair	NS 329	852-6826 thomas.riedel@louisville.edu
Seif, Steven	NS 116	852-6035 steven.seif@louisville.edu
Smith Tone, Daniel	NS 238	852-8288 daniel-c.smith@louisville.edu
Swanson, David Undergraduate Director	NS 118	852-6234 david.swanson@louisville.edu
Tone, Cristina	NS 219	852-6215 cristina.tone@louisville.edu
Wildstrom, Jake	NS 113	852-5845 djwild01@louisville.edu
Xu, Steve	NS 226A	852-1524 ysxu0001@louisville.edu
Zeng, Wei-Bin	NS 216	852-5837 wbzeng@louisville.edu
Zhu, Xuwen	NS 246	852-6292 xuwen.zhu@louisville.edu

Instructors

Chellman, Warren	NS 244	852-6038 warren.chellman@louisville.edu
Scobee, Matt	NS 232	852-6108 matt.scobee@louisville.edu

Assistant Professors, Term

Foreman, Erika Dual Credit Coordinator	NS 247	852-3367 erika.foreman@louisville.edu
---	--------	--

Jobson, Adam

NS 231

852-5808

adam.jobson@louisville.edu

Money, Chad

NS 240

852-6240

cpmone02@louisville.edu