



Newsletter for New Graduate Students
Department of Mathematics
Summer 2008

Welcome to UK Mathematics

The Department of Mathematics Welcomes You! As a new graduate student, you are indeed a part of a talented group of students. We have high expectations for your success.

Orientation

Orientation for New Teaching Assistants begins on August 18 (August 14 for International TAs).

- University TA Orientation is scheduled for August 18, 19, and 20. Attendance at the entire University Orientation is part of your contract and required of all new domestic and international TAs. By now, you should have received a packet of information about University Orientation from the Graduate School.
- The Math Department will have required activities August 21 through 26. (Advising for Fall classes and registration will also take place during this time.) The complete schedule of activities will be available online at the department's web page in early August.
- Lunch will be provided on Friday, August 22 in room 745 of Patterson Office Tower (POT). Please come and enjoy some free food and meet classmates, faculty and staff.
- **Orientation for new International Students** will begin on Thursday morning, August 14. Language screenings will be held the afternoon of Friday, August 15. The results of your language screening will determine your job assignment as a TA. The screening will involve a short lecture, role playing, and reading a passage

Most of you will be in Lexington before August 14, so here are a few things you might want to do prior to orientation:

- Establish a checking account if you don't already have one. Direct payroll deposit is required for all UK employees. You will need to have a *voided check* with your account number and the bank's ABA routing number preprinted on it to submit with your direct deposit form.
- Visit the Employment Office in Scovell Hall to obtain an I-9 form. You must present two forms of identification to verify your eligibility for employment and obtain an I-9. Acceptable forms of ID are listed on UK's Human Resources website at:
<http://www.uky.edu/HR/tempjobs/i-9.html>
NOTE: If you have been employed at UK within the past 12 months, you do *not* need a new I-9.
- Turn in the payroll forms (which will be mailed to you this summer) and the I-9 form you obtain from the Employment Office (if required). These forms should be submitted to Sheri Rhine in POT 731 no later than Monday, August 18. Be sure to bring an original, unlaminated Social Security card with you.

Registering for Classes

Registration for new graduate students is scheduled for August 21 through August 25. You will be able to register for classes during orientation week **after** your advising session. Classes start the following week on Wednesday, August 27. The normal load for your first semester is three graduate courses (9 credit hours) plus MA 601 (1 credit hour). The following two courses are recommended for most entering students:

- MA 565 – Linear Algebra – MWF 1:00 to 1:50
- MA 575 – Principles of Analysis – MWF 2:00 to 2:50

All new students are required to take a one credit-hour TA training course:

- MA 601 – Teaching College Mathematics

Tuition Bills

It is possible for you to receive a bill for tuition even though you will be receiving a tuition scholarship. Don't panic! If you receive a second notice, see Sheri Rhine right away for assistance in resolving this matter.

Additional Fees

You will be required to pay some of the enrollment related fees. The student health fee (currently \$160.00 per semester) and the recreation fee (currently \$56.75) are mandatory for all full-time students.

Teaching Assistantships

Teaching Assignments are made by the Department's Administrative Officer. Most new Teaching Assistants will be assigned to lead a recitation for some form of calculus (on Tuesdays and Thursdays). Your assignment will be placed in your mailbox in POT 715 before classes start.

Paychecks are issued every two weeks on Friday. You may receive your first paycheck on August 28 if you submit your payroll paperwork in time.

Required Background Screening

All new employees of the University, including Teaching Assistants, are subject to pre-employment criminal background checks. In order to trigger the background check, you must submit an online application for employment on the University's Human Resources site. As soon as it is available, you will be given the link to access the Math Department's Teaching Assistant position posting. Within a week or so of submitting your application, Human Resources will contact you for your permission to obtain a background check. You cannot get your I-9 and be placed on payroll until your background check has been done.

Welcome Reception

A Welcome Reception for new graduate students will be held on Friday, August 28 at 4:00 P.M. at the Math House, 417 Columbia Ave. (across from the W. T. Young Library).

Expectations for Graduate Students

First Semester – At a minimum, complete two graduate courses with a B average (3.0).

First Year – At a minimum, complete five graduate courses in mathematics (or mathematics-related subjects). By now the grade point average should be above a B average (>3.0). Doctoral students should attempt a preliminary exam.

Second Year – At the end of their second graduate year, all students should hold a master's degree (either earned at UK or previously awarded). Continuing Ph.D. students may choose to delay final exam for the master's degree until early in the fall semester of their third year. Students should now have a grade point average of at least 3.25. Doctoral students should now have **passed** at least one preliminary exam. Doctoral students should now have a 3.5 grade point average.

Third Year – Doctoral students must now have passed all three preliminary exams.

Fourth Year – Doctoral students should now have passed their qualifying exams.

Fifth-Sixth Years – Master a field, prove some theorems, write and defend a dissertation. Find a job.

Students who enter UK with previous graduate experience should exceed these expectations. Here is a timeline for the doctoral student who wants to speed up the process:

First Year – Complete six graduate mathematics courses with a grade point average of at least 3.3. Pass one preliminary exam.

Second Year – Pass second and third preliminary exams.

Third Year – Form doctoral committee and pass the qualifying exam.

You should receive a “**Handbook for Mathematics Graduate Students**” at the Math Department Orientation. If you do not receive one, please pick one up from Dr. Ye or Sheri Rhine during the first week of classes. (The Handbook is also available online at the department's web page.) This document outlines all of the program policies as well as some great information about faculty, coursework, and preliminary examinations.

Math Department Staff

- **Dr. Russell Brown** is the Director of Undergraduate Studies.
POT 741, 257-3951
- **Mr. Mike Elery** is the departmental webmaster, technical support, technical typist and is the advising assistant to the Director of Undergraduate Studies. He also assists with class scheduling, grade assignment changes and teacher/course evaluations.
POT 707, 257-6802
- **Ms. Lyn LeMieux** is the Department Office Manager and the Chair's assistant.
POT 719, 257-6794
- **Ms. Tammy Medaris** assists the Department's Administrative Officer with payroll, reimbursements and other financial duties.
POT 725, 257-8861
- **Ms. Sheri Rhine** is the Staff Assistant for the Graduate Program and the DGS's assistant.
POT 731, 257-6808
- **Dr. Zhongwei Shen** is the Department Chair.
POT 721, 257-3470
- **Dr. Qiang Ye** is the Director of Graduate Studies.
POT 735, 257-4653, 1-800-357-1113

Tips for a Successful Semester

Go to class. Go to every class you are taking or leading. Bring your college calculus text for reference, examples, and quiz problems in your recitations. Go to every class prepared. If something is not going well, see Dr. Ye.

Keep blocks of time for your work. Arrange office hours for those times when you will be decompressing from classes anyway.

Check the Graduate Student Bulletin Board regularly. The information is updated regularly throughout the semester with important dates and information on advising, registration, preliminary exam dates, and other upcoming events. Also, check your mailbox and email regularly for important announcements and information.

See you in August!



Department of Mathematics

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