

Newsletter for New Graduate Students
Department of Mathematics
Summer 2017

Welcome to UK Mathematics! As a new graduate student, you are indeed a part of a talented group of students. We hope the following information will make the beginning of school a little smoother:

August Calendar of Events:

- **August 7 – 11** (Monday through Friday) – **Pre-orientation** is required for students admitted to the Graduate Scholars in Mathematics Program. This pre-orientation is optional, but **highly recommended**, for all other new graduate students. Please RSVP to Sheri Rhine at sheri.rhine@uky.edu by July 14 if you plan to attend. You can find more information at <https://math.as.uky.edu/gsm-current-fellows>.
- **August 10 – 11** (Thursday and Friday) -- **International TA Orientation and Language Screenings**. Language screenings for new International TAs will be held on Friday, August 11. 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.
- **August 14 – 15** (Monday and Tuesday) – **New TA Orientation** is scheduled for August 14 and 15. Attendance at the entire University Orientation is part of your contract and **required** of all new domestic and international TAs. The Graduate School will send you information regarding the University orientation during the summer.

You will also receive information from the Graduate School regarding any online training modules you will be required to complete before Fall classes start, such as “Preventing Discrimination and Harassment” and “FERPA.”

- **August 17 – 18** (Thursday and Friday) – Math Department Orientation and Advising (for all new incoming Math graduate students). The location and schedule of events will be emailed to you in advance and will also be available on the department’s website: math.as.uky.edu.

Lunch will be provided on Friday, August 18 in room 745 of Patterson Office Tower (POT). Please come and enjoy some free food and meet your fellow graduate students and faculty.

Register for classes. You will be able to register for classes during orientation week **after** your advising session with the Professor Hislop. Classes start on Wednesday, August 23. 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
- MA 575 – Principles of Analysis

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

- MA 601 – Teaching College Math (for new TAs)

- **August 21- 22** (Monday & Tuesday) – Course meetings. **All TAs are required to attend.** The schedule will be emailed to all TAs in advance by the Director of Undergraduate Studies. Please reserve these days for meetings!
- **August 23** (Wednesday) – First day of classes.
- **August 25** (Friday) – Reception honoring the department’s New Graduate Students. This event will be held from 4:00 to 5:00 p.m. at the Math House, 654 Maxwellton Ct.

To Do List:

Set up your online accounts:

The following tasks will require the Student ID and the User ID found in your Graduate School acceptance letter in ApplyYourself:

- Activate your LinkBlue account (use this for registering for classes, viewing grades, and other student computing resources.) Go to: <http://www.uky.edu/its/customer-support-student-it-enablement/its-service-desk/help-support/linkblue-account>
- Set up your official UK email account: <http://www.uky.edu/its/customer-support-student-it-enablement/its-service-desk/help-support/link-blue-account/new-employee>

Note: You can find a PDF of your acceptance letter by logging into your application on ApplyYourself and clicking on Decision: Print.

Establish a checking account (if you don’t already have a checking account at a U.S. bank or if you plan to change banks). Direct deposit of your payroll is required for all U.K. employees. You will need to know your routing and account numbers so you can complete the online direct deposit information as soon as you are in the UK Payroll system.

Find a place to live. If you have not yet arranged for housing in Lexington, you may be interested in a survey of our current graduate students about their impressions of various apartments and houses they have leased in the Lexington area. The survey was emailed to you earlier this summer from the Math Department's Graduate Student Council. If you did not receive it, let me know and I will ask the GSC to send it to you again.

Sign your TA contract (GSAS). You will receive an email from "Batch User" sometime in the next few weeks. This is not spam or a phishing scam-it is legitimate. You will need to open the email and follow the directions in order for your tuition scholarship to be posted in the Graduate School's database. Below is a sample of the email you will receive:

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-----Original Message-----

From: Batch User [mailto:wfbatch@email.uky.edu]

Sent: Thursday, May 08, 2014 3:03 PM

To: [STUDENT NAME]

Subject: Notice of Graduate School Appointment

Congratulations! You are being appointed as a Graduate Assistant (Teaching Assistant, Research Assistant, Service Graduate Assistant) at the University of Kentucky. Your hiring department has submitted an appointment document which serves as your contract for the assistantship.

***YOU* MUST ACT ON THIS REQUEST BEFORE IT CAN MOVE FORWARD.**

Copy and paste the following link into your browser and execute.

HTTP://GO.UKY.EDU/GSAS_PRD

The link above will take you to a UK portal page and you will need to login if you have not already done so.

You will then paste this number [12-DIGIT NUMBER] into the field requested on the portal screen and press the Continue button. Ensure that the information submitted for the assistantship is correct and register your agreement to the terms outlined in the contract by selecting the appropriate decision button.

If you have questions about the terms of the contract please contact your program's Director of Graduate Studies, the hiring department or GSAS@email.uky.edu<mailto:GSAS@email.uky.edu>.

PLEASE DO NOT REPLY TO THIS AUTOMATED EMAIL - THIS EMAIL ADDRESS IS NOT MONITORED.

If you have technical questions, please contact the UKIT Service Desk at 859-218-HELP (859-218-4357) or helpdesk@uky.edu<mailto:helpdesk@uky.edu>.

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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! There can be a lag between your registration and the posting of your scholarship. 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 \$175.00 per semester) and the recreation fee (currently \$80.00) are mandatory for all full-time students. These fees are not covered by your tuition scholarship.

Payroll Procedures

In order to be added to the University of Kentucky payroll, you must first be hired as an employee. Following is a brief outline of this process:

1. Apply for the position. Instructions on how to apply for the position will be sent to you later this summer by the College of Arts and Sciences Payroll Office.
2. Once your application is submitted, the University's Human Resources Office will contact you for your permission to initiate a background check (if you are a U.S. citizen). You cannot obtain your I-9 (Employment Eligibility Verification Form) and be placed on payroll until you have given your permission.
3. Go to the Employment Office in Scovell Hall and obtain your I-9. You must present two forms of identification to verify your eligibility for employment. Acceptable forms of ID are listed on UK's Human Resources website at: <https://www.uky.edu/hr/employment/new-employees/i-9-form-documentation-requirements>.
4. Go to the Arts & Sciences Payroll Office, 361 Jacobs Science Building (JSB) and fill out your payroll and tax forms. Be sure to take the I-9 form you obtained at the Employment Office.
5. Paychecks are issued every two weeks on Friday. You will receive your first paycheck on August 25 if your payroll forms are completed in a timely manner. The Arts & Sciences Payroll Office will be sending you information later this summer about procedures and deadlines.

Teaching Assignments are made by the Director of Service Courses in consultation with the Director of Graduate Studies and the Director of Undergraduate Studies. Most new Teaching Assistants will be assigned to lead a recitation for some form of calculus (on Tuesdays and Thursdays). You will receive your assignment during the Math Department's orientation.

Math Department Staff

- **Dr. Russell Brown** is the Department Chair
POT 721, 257-3470
- **Dr. Alberto Corso** is the Director of Undergraduate Studies.
POT 701, 257-3167
- **Dr. Peter Hislop** is the Director of Graduate Studies
POT 753, 257-5637
- **Ms. Christine Levitt** is the Department Manager. She is the senior staff member and supervises the other departmental staff.
POT 719, 257-6794
- **Ms. Sheri Rhine** is the Academic Administration Associate and works with the graduate and undergraduate directors.
POT 731, 257-6808
- **Dr. David Royster** is the Director of Service Courses and also handles the class scheduling and TA teaching assignments.
POT 759, 257-1258

Expectations for Graduate Students

First Semester – At a minimum, complete two graduate courses in mathematics 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.

The “**Handbook for Mathematics Graduate Students**” is 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.

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. Hislop.

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!