

# Graduate Programs in the Department of Mathematical Sciences

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## 1. The Academic Program

### History

Mathematics was present at the University of Delaware right from the start. The founder of the university, Francis Alison, wrote of his new school in 1768, “The Languages are carefully taught, along with arithmetic, geometry, practical branches of mathematics, and logic.” By 1773, the fledgling academy employed two professors—a philosopher and a mathematician. By 1826, the department structure had arrived at U.D., with a separate room set aside for a “Mathematical and English Department.” In 1832, mathematics became part of a new department of “Mathematics and the Natural Sciences.” Over the next century, both the university and the department underwent significant growth, but it wasn't until the late 1950's that doctoral programs were established at the University of Delaware. In 1965, the Department of Mathematical Sciences created the seventh doctoral program hosted by the university. By 1969, the department had awarded its first Ph.D. degree.

Over the last forty years, well over one hundred students have received doctoral degrees in Mathematics or Applied Mathematics from the University of Delaware. Graduates from our program have gone on to prestigious postdoctoral positions at institutions such as Oxford University, the University of Arizona, and the University of Minnesota. They hold or have held academic positions worldwide and they work in industry, commerce, and government, at organizations such as DuPont, Merck, and the National Security Agency. Today, with active research groups in numerous areas of pure and applied mathematics, the

department continues to train high-quality mathematics researchers destined to impact the future of mathematics and its applications worldwide.

### **Introduction**

The Department of Mathematical Sciences offers programs of study leading to Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) degrees in Applied Mathematics and Mathematics. The department also offers a 4+1 BS/MS program allowing students to complete both a Bachelor of Science and Master of Science degree in five years of full-time study. Requirements for the degrees in the various programs are detailed in Section 3.

Many of the major areas of mathematics are included among the research interests of the faculty of the department. The department offers a wide range of regularly scheduled seminars and colloquia, including the Hallenbeck Graduate Student Seminar, Rees Distinguished Lecturers, and numerous seminar series organized by the faculty around research interests in the department. Students should attend the Graduate Student Seminar each week and departmental colloquia, in addition to sampling other available seminars during their first year. By the second year of study, doctoral students should have become a regular attendee at one or more research-oriented department seminars.

### **Getting Started**

The authority for administering the program rests with the Graduate Studies Committee. The Director of Graduate Studies serves as adviser to all students until such time as a supervisor for the thesis or dissertation is appointed. The Director of Graduate Studies will help you formulate your plan of study through twice yearly scheduled meetings prior to preregistration, and through additional meetings as needed. New students, as part of the usual orientation program, will meet with the Director of Graduate Studies to plan their first year of study in the program.

Before each semester, you must obtain your advisor's permission to register for courses. During advisement, you will be given help with course selection based your interests and record. You will have a progress sheet on which the courses taken, grades, and progress toward the degree are noted. The department is committed to providing individualized attention and guidance to every student in the program. If at any time you have concerns, questions, or difficulties, you are encouraged to discuss them with any faculty member.

It is recommended that incoming students with an M.S. take the Preliminary Exams prior to beginning courses. Well prepared students with a B.S. may also take the Preliminary Exam in the August prior to beginning course work. Sample exams will be sent on request. Exams are usually given the week before classes begin in fall and spring semesters. Please see the website for details.

### **General Plan of Study**

In making your plan of study, you should pay particular attention to the timing of course offerings and your background and interests. It is not unusual that you may want to change your plan as your experience in the department grows. Nevertheless, having even a tentative plan will serve to ensure progress toward your degree. As you develop your plan of study, you should keep the following points in mind:

- Students holding Graduate Assistantships (GA), Research Assistantships (RA), or Teaching Assistantships (TA) must register for a minimum of 9 credits of coursework.
- It is expected that the requirements for a Master's degree be completed by the end of the fourth semester for full-time students.
- A student must pass the Preliminary Exams by the beginning of the fourth semester in order to continue his/her studies beyond the Master's degree.
- The Office of Graduate & Professional Education (OGPE) defines standards of adequate academic progress. A minimum cumulative GPA of 3.0 (B) is required. Credit hours and courses for which the grade is below "C-" do not count toward the degree

By the time you become a candidate in the Ph.D. program, you will have identified an area in which you wish to write your dissertation. The department will work with the OGPE at that time to certify that all requirements have been met after a review of your record. Waivers of requirements will be at the discretion of the Graduate Studies Committee.

Transfer of credit from other U.S. institutions is available only for courses at the graduate level that have not counted towards the requirements of any other academic degree. Permission is required from the student's advisor and the Chair of the department. A form and instructions are available from the website of the OGPE. Transfers of credit should be requested in a timely manner so that the student's plan of study is clear. Transfer of credit from non-U.S. institutions is generally not possible.

### **Regulations for the Master's and Ph.D. Programs**

- 1 In order to graduate with a Master's Degree in Mathematics, a student must satisfy the general academic requirements of the Office of Graduate Studies and must have a 3.0 or better GPA in all courses.
- 2 Under normal circumstances a student with a "C" or lower in 3 courses will be advised to leave the graduate program.
- 3 A student who has not passed the Candidacy Exam for the Ph.D. is not allowed to register for Ph.D. dissertation or noncontractual research.
- 4 Two semesters experience in the teaching of undergraduates is required of all candidates for a Master's Degree and Ph.D. candidates. Students may petition the Graduate Studies Committee for a waiver of this requirement.
- 5 The OGPE requires that those graduate students holding GAs, RAs and TAs register for a minimum of 6 credits. However, it is the policy of the department that all such students who are not yet in sustaining status must register for at least 9 credits each semester. When approved by the Graduate Studies Committee, 3 of these credits may be taken as a listener. The Graduate Studies Committee strongly discourages students in their first three years of study from registering as a listener. Students may register for up to 12 credits without special permission, but a student wishing to carry 13 credits or more must first get permission from the Director of Graduate Studies and the OGPE.
- 6 Students enrolled in the M.S. program who wish to continue on to the Ph.D. program must file a Change of Classification Form no later than the start of their fourth semester.
- 7 Students enrolled in the 4+1 B.S./M.S. program must satisfy regulations number one and number two from this list. In particular, students in the 4+1 B.S./M.S. program are not required to obtain teaching experience.

## **2. Program Descriptions**

### **Admission Requirements**

Admission to the graduate programs in Applied Mathematics and Mathematics is open to students who have completed the equivalent of a baccalaureate degree in mathematics or related fields, and who have a sound preparation in linear algebra and advanced calculus. On a 4.0 system, applicants should have a GPA of at least 2.5 and an average of at least 3.0 in mathematics and related areas. Applicants who have completed an advanced degree must have done so with a GPA of at least 3.0. In addition, applicants must take the GRE General Test and one GRE Subject Test. It is not required that the GRE Subject Test be in mathematics.

To be eligible for admission, students from a country where English is not a primary language must demonstrate proficiency in English by meeting at least one of the following criteria:

- Score at least 600 on the paper-based TOEFL exam.
- Score at least 100 on the TOEFL iBT, with a minimum score of 20 in each section.
- Score at least 7.5 on the IELTS with a minimum score of 6.0 in each subsection.

Admission to the graduate program is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

Admission to the graduate program is selective and competitive, based on the number of well-qualified applicants and the limits of available faculty and facilities. Those who meet stated minimum academic requirements are not guaranteed admission, nor are those who fail to meet those requirements necessarily precluded from admission if they offer other appropriate strengths.

Students who wish to be admitted to the 4+1 B.S./M.S. program should submit an application during their junior year of academic study toward an undergraduate degree at the University of Delaware. Such students must be enrolled in a Bachelor of Science degree program administered by the Department of Mathematical Sciences. At a minimum, the applicant must have a cumulative GPA of 3.2 and a GPA of 3.4 in their undergraduate major. The applicant must have completed at least two mathematics courses at or above the 400 level. Two letters of recommendation from University of Delaware faculty and academic transcripts must be submitted. Neither the GRE nor the TOEFL exam is required. Meeting minimum requirements is not a guarantee of admission. Similarly, those who fail to meet minimum requirements are not precluded admission if they offer other appropriate strengths.

### **Requirements for the M.S. in Mathematics and Applied Mathematics**

To be eligible for the degree, an M.S. candidate must complete 30 credits of course work beyond the Bachelor's degree, subject to all of the following conditions:

- 1 The student must maintain a GPA of 3.0 or better.
- 2 Coursework must be at or above the 600 level and exclusive of courses that the catalog designates as not counting towards mathematics graduate degrees.
- 3 Students in the 4+1 B.S./M.S. program only may count up to six credits of course work in the mathematical sciences, at or above the 600 level and exclusive of courses that the catalog designates as not counting towards mathematics graduate degrees, toward both their B.S. and M.S. degrees.
- 4 A maximum of 3 credits of course work taken outside of the mathematical sciences may be applied. The use of any additional course work taken for credit outside of the department requires approval of the Graduate Studies Committee.
- 5 A maximum of 3 credits may be from a reading course (MATH 870). The use of additional reading course credits requires approval of the Graduate Studies Committee.
- 6 For students who select the thesis option for the M.S., the 30 credit total must include 3 credit hours of research (MATH 868) and 3 credit hours of thesis (MATH 869), leading to a Master's Thesis. Note that MATH 869 is normally taken for 6 credits. The purpose of this option is to assess the student's ability to conduct and report original research on a particular area within the field of specialization and/or synthesize and critically analyze important issues in the field of specialization. The particular form of the thesis project (e.g., report of original research or critical review of and exposition on the literature) will be determined by the student in consultation with his or her Thesis Advisor and the Thesis Committee. The Thesis Committee shall consist of three faculty; it is not required that a member of the committee be from outside the department. After the topic(s) and project format have been determined, the student will have a maximum of one year to complete the written thesis (typically 50 to 60 pages). An oral defense will be scheduled following the Thesis Committee's evaluation of the thesis.

### **Requirements for the Ph.D. in Mathematics and Applied Mathematics**

- 1 Complete 48 credits of coursework, including:
  - a At least 27 credits of MATH courses at the 600 level or above, exclusive of courses designated in the catalog as not counting towards graduate degrees in mathematics.
  - b A maximum of 27 credits of MATH courses at the 600 level.
  - c A maximum of 6 credits of MATH 868 (Research).

- d A maximum of 6 credits at the 600 level or above in non-MATH courses, unless special permission is granted in advance by the Graduate Committee.
- 2 Maintain a GPA of 3.0 or better.
- 3 Fulfill the Preliminary Examination requirement (see Section 4). Students entering with only a Bachelor's degree must complete this requirement by the beginning of the fourth semester of study. Students entering with a Master's degree must complete this requirement by the end of the second semester of study.
- 4 Pass the oral Candidacy Examination (see Section 5).
- 5 Select a Dissertation Committee, subject to the approval of the Graduate Studies Committee.
- 6 Complete two semesters of experience in teaching undergraduate students, or obtain a waiver from the Graduate Studies Committee.
- 7 Complete 9 credits of MATH 969 (Doctoral Dissertation) after admission to candidacy. These credits are not included in the 48-credit requirement.
- 8 Complete and successfully defend a dissertation.

The coursework requirements are a superset of those for the Master's degree. An M.S. degree is awarded once the requirements for it have been met.

The University's Graduate Catalog specifies additional regulations for the Ph.D.

### ***Dissertation***

Students are advised to select a thesis adviser by no later than the end of the fifth semester of study. The thesis adviser will guide the student's research and preparation of the dissertation. The dissertation is expected to reflect the results of original, significant research written in a literate and scholarly manner worthy of publication. The student must defend his or her dissertation before a thesis committee consisting of the student's thesis adviser and no less than three and no more than five additional members. One member of the thesis committee must be from a different academic unit, or from outside of the University of Delaware. The student's dissertation must be submitted to the department's graduate office at least two weeks prior to the oral defense. The time, date, and place of the oral defense will be announced to the faculty, and the oral defense will be open to the academic community.

### ***Sustaining status***

Once a student has completed all the course requirements, passed the Preliminary and the Candidacy Examinations, and registered for 9 credits of dissertation (MATH 969), the student is required to maintain his/her matriculation in the degree program by registering for Doctoral Sustaining (UNIV 999). A student must be registered in the semester in which the degree is awarded.

## **3. Preliminary Examination requirement**

All students who wish to obtain a Ph.D. degree must take a written examination called the Preliminary Examination. The Preliminary Examination contains two subject areas: Real and Complex Analysis, which covers material from MATH 600 and MATH 602, and either Linear Algebra, which covers material from MATH 672, or Numerical Linear Algebra, which covers material from MATH 612. Note that material outside the course syllabi may be on the syllabus for the exams, as given below.

The Preliminary Exam is given twice each year, generally in the weeks just before the start of the fall and spring semesters. For students entering with a Bachelor's degree, it is required that the Preliminary Exam be passed by the beginning of the fourth semester of study. Providing it is before the beginning of the 4th semester, a student may take each subject area of this exam up to two times. Only the area not passed needs to be repeated. Students who fail to pass both subject areas of the Preliminary Exam by the beginning of the fourth semester will be asked to leave the graduate program.

Students entering with a Master's degree must pass the Preliminary Exam by the start of the third semester of study. Providing it is by the start of the third semester of study, a student with a Master's degree may take each subject area of this exam up to two times. Only the area not passed needs to be

repeated. Students entering with a Master's degree who fail to pass both subject areas of the Preliminary Exam by the end of the second semester will be asked to leave the graduate program.

The syllabus to be covered by each examination is included in the following subsections. You may obtain copies of past examinations and the syllabus from the Graduate Program Secretary in the department's graduate office. Note also that the references cited on the following pages are intended to indicate the material to be covered. It is not necessarily intended that the student study all the references.

### **Real and Complex Analysis**

Topics covered on the exam include the following. Many of these topics are discussed in Math 600 and Math 602. References are given below.

- 1 Metric Spaces: open and closed sets, compactness, connected sets, complete sets, continuous functions on metric spaces ([1], Chapters 3 and 4).
- 2 Continuity and Differentiation: mean value theorem, Rolle's theorem, Taylor's formula, derivatives of vector valued functions, uniform continuity, monotonic functions, functions of bounded variation ([1], Chapters 5 and 6).
- 3 Integration: Sets of measure zero, Lebesgue's criterion for the existence of Riemann integrals, the Lebesgue integral in  $R^1$ , convergence theorems, measurable functions. Fubini's theorem, measurable sets, the space  $L^2(I)$ , the Riesz-Fischer theorem. ([1], Chapter 10)
- 4 Infinite Sequences and Series: Limit superior and limit inferior, monotonic sequences, alternating series, absolute and conditional convergence, power series, tests for convergence of series, rearrangement of series ([1], Chapter 8).
- 5 Sequences of Functions: Pointwise convergence, uniform convergence, uniform convergence and continuity, differentiability and integration ([1], Chapter 9).
- 6 Functions of Several Variables: Directional derivatives, the total derivative, Jacobians, inverse function theorem, implicit function theorem, extrema problems ([1], Chapters 12 and 13).
- 7 Vector Calculus: Line integrals, Green's theorem, surface integrals, Stokes theorem, the divergence theorem ([2], Chapters 10, 11 and 12).
- 8 Analytic Function Theory: Analytic functions, Cauchy's theorem, Cauchy's integral theorem, the maximum principle, the identity theorem, Taylor and Laurent series, the residue theorem, elementary conformal mappings ([1], Chapter 16).

References:

- 1 Tom Apostol, *Mathematical Analysis*, 2nd edition, Addison Wesley, 1974.
- 2 Tom Apostol, *Calculus*, Vol. 2, 2nd edition, John Wiley, 1969.

### **Linear Algebra**

Topics covered on the exam include the following. Most of these topics are discussed in Math 672.

References are given below.

- 1 Subspaces, bases and dimension (Chapters 1 - 2, [1]).
- 2 Linear transformations and matrix representations (Chapter 2, [1]; Chapters III - IV, [3]).
- 3 Determinants and rank (Chapter VI, Section V.3, [3]).
- 4 Inner products and inner product spaces (Chapter 6, [1]).
- 5 Linear functionals, adjoints, and dual spaces (Chapter 6, [1]).
- 6 Bilinear forms, Hermitian forms, and quadratic forms (Chapter V, [1]; Sections IV.A - IV.C, [2]).
- 7 Eigenvalues, eigenvectors, and characteristic polynomials (Sections VIII.1 - VIII.2, [3]).
- 8 Cayley-Hamilton Theorem (Sections X.1 - X.2, [SL]; Sections III.A - III.C, [2]).
- 9 Operators on inner product spaces and Spectral Theorems (Chapter 7, [1]; Section VIII.3 - VIII.6, [3]; Section III.D, [2]).
- 10 Jordan Canonical Form (Chapter XI, [3]; Section III.E, [2]; Chapter 8, [1])

References:

- 1 Sheldon Axler, *Linear Algebra Done Right, Second Edition*, Springer-Verlag, 1997.
- 2 Morton L. Curtis, *Abstract Linear Algebra*, Springer-Verlag, 1990.

- 3 Serge Lang, *Linear Algebra, Third Edition*, Springer-Verlag, 1987.

### Numerical Linear Algebra

Direct and iterative methods for the solution of linear systems, LU factorization, row pivoting, stable QR factorization, solution of linear least squares problems by normal equations and QR, stability and conditioning issues, power and inverse iterations, QR iteration, singular value decomposition, simple iterations for sparse matrices, conjugate gradients and other Krylov subspace iterations.

References:

- 1 L.N. Trefethen and D. Bau, III, *Numerical Linear Algebra*, SIAM (see I, II, III)
- 2 J.W. Demmel, *Applied Numerical Linear Algebra*, SIAM (Sections 2.1-2.4, 3.1-3.3, 4.4, 6.5, 6.6)
- 3 A. Quarteroni, R. Sacco and F. Saleri, *Numerical Mathematics*, Springer (Sections 3.1, 3.3, 4.1-4.3, 5.2-5.5, 5.8)

## 4. Candidacy Examination requirement

This oral examination can take place at any time mutually agreed upon by the Examining Committee and student. A student entering with a Bachelor's degree must pass the Candidacy Examination by the beginning of his or her sixth semester of study. A student entering with a Master's degree must pass the Candidacy Examination by the end of his or her fourth semester of study.

The student should take the following steps to organize a Candidacy Examination and is advised to allow ample time for the process:

- 1 Contact four faculty to act as an Examining Committee. Since the student must be examined on two topics, normally two faculty will be expert in each area. The thesis adviser should be a member of the committee if the student has already chosen one. Students are strongly encouraged to choose a thesis adviser prior to forming an Examining Committee.
- 2 After the faculty agree to serve as examiners the student should contact the Director of Graduate Studies at least six weeks in advance of the proposed examination date and supply the following information:
  - a Date of the exam.
  - b Names of the examiners making up the Examining Committee.
  - c Choice of topics. Note that the topics must contain material from at least one 8xx level course.
- 3 Final approval of the Examining Committee and topics rests with the Graduate Studies Committee. Only after the Graduate Studies Committee has approved the Examining Committee and topics may the exam take place.

The scheduling, topics and composition of the Examining Committee will be announced to the faculty. It is the responsibility of the examining committee to decide the duration of the exam (typically 2-3 hours). Each member of the Examining Committee should report the results of the exam and a recommendation of Pass or Fail with written justification to the Director of Graduate Studies within two days of the exam. A final decision on the outcome of the exam is the responsibility of the Graduate Studies Committee. A student must choose 2 topics from the following table:

Topic	Relevant courses
Algebra	MATH650 and MATH845
Applied Mathematics	MATH616, MATH617, and MATH810/MATH835
Combinatorics	MATH688 and MATH888
Numerical Analysis	MATH611, MATH612, and MATH817/MATH838

Probability	MATH630, MATH631, and MATH850
Functional Analysis & PDE	MATH806 and MATH836

Another subject area may be substituted for one in the table above by petition to the Graduate Studies Committee. The substituted subject area must be based on at least two graduate level courses, and this petition must be supported by at least one faculty member who is also a member of the student's Examining Committee.

A second and final attempt is permitted following a failed attempt. Should a candidate fail only one topic of the Candidacy Exam, the candidate need only retake the failed topic. In no case will a candidate be allowed to take the Candidacy Examination more than twice. Students who fail the Candidacy Examination are eligible for the M.S. degree.

## 5. Assessment

All graduate programs in the Department of Mathematical Sciences are designed to take high-quality students, with a strong background in mathematics, and transform them into full-fledged practitioners of the discipline of mathematics. For students seeking the M.S. we seek to broaden and deepen their knowledge of mathematics and properly train them for a mathematics related career. For students seeking the Ph.D. we again seek to broaden and deepen their knowledge of mathematics and also to train them as practitioners so that they may impact the discipline in a deep and meaningful way.

### Learning Outcomes

Our program focuses on five key learning objectives, or outcomes. These are:

- Graduates should be able to conduct original, quality research in particular area of specialization.
- Graduates should be able to synthesize and critically analyze important issues in their field and understand and appreciate how their work fits into the larger body of science.
- Graduates should be able to communicate mathematical proofs, ideas, and concepts orally.
- Graduates should be able to communicate mathematical proofs, ideas, and concepts in writing.
- Graduates should be able to demonstrate both breadth and depth of mathematical knowledge.

### Assessment Plan

In order to ensure that our graduate programs are meeting the objectives stated above, our learning outcomes are continually monitored. Changes resulting from this assessment are implemented periodically. For each of the five learning objectives, we rely upon a variety of direct and indirect measurement tools. A sample is listed below for each objective.

Objective	Information sources	Measuring instruments
Are graduates conducting original, high quality research within their field of specialization?	Student thesis or dissertation, student publications, and conference presentations.	Rubrics that quantify student research work for a thesis, dissertation, or conference presentation. Results are used to compare and contrast student work.
Are students able to synthesize and critically analyze important issues in their field and understand and appreciate how	Student theses, oral candidacy examinations, and oral theses defenses.	Rubric used by faculty serving on thesis committees.

their work fits into the larger body of science?		
Are students able to communicate mathematical proofs, ideas, and concepts orally?	Student evaluations of their performance as teaching assistants, oral candidacy examinations, oral theses defenses, talks in the Graduate Student Seminar, and talks at conferences.	Rubrics for oral communication used by faculty for student presentations and a teaching observation form.
Are students able to communicate mathematical proofs, ideas, and concepts in writing?	Preliminary examinations, publications by students and a written thesis.	Common rubric for evaluating student writing.
Are students able to demonstrate both breadth and depth of mathematical knowledge?	Results of preliminary examinations, results of oral candidacy examinations, and theses defenses.	Rubric to evaluate preliminary examinations, candidacy examinations, and faculty feedback on these examinations.

## 6. Financial Aid

Financial aid for study at Delaware takes several forms including Research Assistantships, Departmental or University Fellowships, Teaching Assistantships and Tuition Scholarships. These forms of financial aid are awarded by the Department on a yearly basis. Continuation of support is dependent upon your academic progress *and on your performance of any duties assigned to you*. All students receiving support of any kind are expected to discharge assigned tasks including certain jobs such as proctoring of departmental examinations and assisting with undergraduate registration. The Department encourages students to compete for nationally advertised graduate fellowships. Information on what fellowships are currently available can be obtained from the Graduate Studies secretary.

All students on departmental or university funding (that is, exclusive of Research Assistantships, external fellowships, and non-departmental Teaching Assistantships) receive the same stipend for fall and spring semesters, at an amount set by the Graduate Director not less than the university's minimum.

It is expected that all graduate students prepare themselves for classroom teaching. All new students are required to participate in the university's TA Conference and in the department's TA training program, both of which take place in the week before the start of fall classes. In addition, new teaching assistants are required to attend teaching workshops when scheduled by the department.

For foreign students, preparation for classroom duties includes mandatory participation in the English Language Institute (ELI) training in the month preceding the fall or spring term as appropriate. ELI must certify that a foreign student has a sufficient command of English and teaching basics (Category II based on SPEAK and UDIA scores) before the Department can make a classroom assignment. It is Departmental policy that no foreign student be supported more than two semesters without being certified for classroom assignments by ELI.

### Support for student travel

The department encourages graduate students to attend national meetings and workshops and supports this by providing funding for student travel. Students should note that additional funds are often available

from the Office of Graduate & Professional Studies, their dissertation advisers, and other travel fellowship opportunities.

Students who have met the Preliminary Examination requirement (Section 3) and are funded by are eligible for \$500 of travel support. Those who have passed the Candidacy Examination requirement (Section 4) are eligible for an additional \$500. It is not necessary to use the first travel award amount before becoming eligible for the additional amount.

Guidelines for use of these funds are as follows:

- 1 The student must have completed the relevant examination requirement(s) before applying for the use of travel funds.
- 2 The student must be registered as a full-time student in good standing in the department's graduate program for at least the two consecutive semesters before the time period in which travel is to occur.
- 3 The student's stipend must be paid by departmental or university sources at the time of application for the use of travel funds.
- 4 Travel must be fully completed before the completion of the terminal degree to be granted by the department.
- 5 The student must use the travel money to pay the costs associated with attending scientific meetings or other educational or academic events.
- 6 The student must fill out a travel approval form obtained from the Graduate Studies secretary. The form must be completed and approved before travel commences. In no case will students be reimbursed for travel without prior approval of this form.
- 7 The Director of Graduate Studies makes the decision to approve every travel request.

The Office of Graduate & Professional Education offers matching travel funds that students are advised to apply for. Students may be eligible to receive additional funds from the department to visit their undergraduate school (in North America) to help recruit new graduate students, or for extraordinary additional opportunities. Requests for these funds should be made directly to the Graduate Director

### **Summer support**

Graduate student contracts for teaching assistantships and fellowships are for fall and spring semesters. (Research assistantships and external fellowships may be negotiated differently.) There are typically opportunities for summer teaching and research contracts. In addition the department offers summer support as follows:

- Continuing students, with financial support, who have completed their first year of full-time study in the department's graduate program are eligible for summer support at the rate specified in their offer letter. These funds are not available to 4+1 B.S./M.S. students. Students are expected to be in residence during a six-week period (typically, the first summer session) and meet any other expectations set by the Graduate Studies Committee. Students may request to have this summer stipend postponed until the second summer.
- Students who have met the Candidacy Examination requirement (Section 4) are eligible for an additional six weeks of summer support at the current rate determined by the department.
- Students receiving either type of stipend may not teach, receive funding for research, or be otherwise employed during the time period for which they are receiving the stipend.

### **Continuation of Financial Aid**

Students holding assistantships are expected to perform satisfactorily in their assigned duties and to make good progress in their academic work. Renewal of financial aid is not automatic. For continued support beyond the third year, a student entering with a Bachelor's degree must pass the Candidacy Exam by the beginning of his or her 6th semester. A student entering with a Master's degree must pass the Candidacy Exam by the beginning of his or her 4th semester in order to be guaranteed continued support beyond the 2nd year. For a student who does not pass the Candidacy Examination on the first try, there is no guarantee for support for the following academic year. However, a student may make a second and final

attempt to pass the Candidacy Examination, and if the attempt is successful, the department will make every effort to secure funding for such a student.

## 7. Guidelines for the Teaching Assistant

- 1 Teaching Assistants are expected to attend lectures in the course in which they are assisting, if asked to do so by the instructor. They are expected to know the content of the course, methods of teaching used by the professor, and the relative importance of the subject matter.
- 2 Teaching Assistants are responsible for assisting the instructor in charge of the course in the formulation, administration and grading of quizzes and examinations given in the course. Specific responsibilities will be discussed with the professor in charge.
- 3 Quiz sections should be conducted along guidelines specified by the professor in charge of the course. The quiz sections are an integral part of each course and are expected to meet for the full 50 minutes in the assigned classroom. Teaching Assistants may not dismiss class early unless directed to do so by the professor in charge of the course.
- 4 The Teaching Assistant will be informed what part he or she will play in the final exam process. The assignment of final course grades is the responsibility of the instructor in charge of the course. No Teaching Assistant may leave campus until final grades for their course have been turned in to the Registrar's Office, which may happen after the end of the final exam period.
- 5 At the beginning of the semester, instructors and Teaching Assistants together should plan office hours and then announce office hours to their classes.
- 6 Teaching Assistants are expected to spend no more than 20 total hours per week in their assistantship duties. Students who are asked to spend more than 20 hours per week should contact the Associate Chair.
- 7 The TA must not give out information on student performance (including grades) over the telephone to anyone, or by email to anyone except the student at his or her official university address. The TA cannot return graded final exams. A student who wishes to see their graded exam must make an appointment to meet with the teaching assistant. Final exams must be kept for one year after students take them.
- 8 Renewal of assistantships is not automatic. Continued support is contingent upon appropriate progress toward a degree and satisfactory performance of assigned duties as a graduate assistant.
- 9 Teaching Assistants may not be absent during any semester without permission of the Associate Chair.

## 8. Miscellaneous information

**Contact information.** Please be sure that your phone number and local address, and an emergency contact phone number, are on file with the university or Graduate Studies secretary. Keep this information up to date at all times.

**Class Enrollments.** Limits for all classes are established by the Department. For winter and summer sessions, if you are instructor for a section that does not have at least ten students after the first day, contact the Associate Chair.

**Class Supplies.** TA classroom supplies (as opposed to personal supplies) may be secured from the workroom supply cabinet (obtain the key from 501 Ewing). These supplies are for the classes you are *teaching*, not the classes you are *taking*.

**Computer Accounts.** As students you are automatically given a university email account (udel.edu address). For instructions on activating the account, see [www.udel.edu/help](http://www.udel.edu/help). You will also get a departmental network account and email address (math.udel.edu address). See the computing staff in Ewing to sign up for your account, and to ask questions about other available computing resources for specialized research needs. *It is important that you check both the udel.edu and the math.udel.edu for communications about university and departmental business.* One recommended method is to have one of

the accounts automatically forward all incoming email to your preferred account. Use your computer account responsibly and for work-related tasks only, or your computer account may be limited or revoked.

**Typing of Tests.** Office staff do *not* type or typeset exams or any other materials for students.

**Keys.** The keys issued to you will be for your office in Ewing Hall and outside entrances to Ewing Hall. Your office key opens Ewing public areas: work room, computer terminal room, and the conference room.

**Proctoring of Exams.** You may be required to assist in the proctoring of midterm exams and final exams in courses with common exams (e.g. M010, M115, M221, etc.). Failure to do so as assigned will affect your winter/summer teaching assignments and will jeopardize future support from the department.

**Pay.** You are paid twice monthly, on the 15th and the last day of the month. In order to receive your first check, you will need to fill out a W--4 form and an I--9 form for tax purposes. Foreign students who receive temporary Social Security Numbers will need to fill out a second W--4 form when they receive their permanent Social Security Numbers. These students must also change their UD ID cards. All graduate students must use direct deposit, which requires filing a form that you can obtain from the staff. Your pay stub can be viewed online. Your stipend is automatically paid continuously through all nine months of the academic year, including the period between fall and spring semesters. If you are paid through an additional winter session contract, the amount will be added to your other stipend over the winter session period. Summer session payment is handled through separate contracts for additional work duties. Notify the Associate Chair if you are interested in teaching in winter or summer sessions.

**Telephone.** Any calls from your office phone that incur charges (long distance or international) must be paid for by the caller

**Textbooks.** Desk copies may be obtained in 501 Ewing by TA's for courses in which you are a teaching assistant. These books must be returned to the department immediately after the course is over.

**Copying.** Photocopying is available at no charge for work in any course in which you are a teaching assistant or instructor. Students must reimburse the department for the cost of any photocopying for personal use. The photocopy machines should not be used for large copy jobs. Please see the office staff for any copy job exceeding 150 total pages.