Department of Mathematics and Statistics
University of South Alabama

Department Policies and Procedures for the M. S. Degree Program in Mathematics

This document should be used as a supplement to the information contained in the Graduate Bulletin.

“Upward, not Northward!” – from Flatland, A Romance of Many Dimensions, by Edwin A. Abbott (1884)

Our Program

The master’s degree program in mathematics at the University of South Alabama provides a solid background in mathematics at the introductory graduate level. While the fundamental areas of mathematics – algebra, analysis and geometry/topology – are stressed, it is possible to concentrate in applied areas such as statistics, computer science and biomedical sciences. Our graduates have received assistantships at Ph.D.-granting institutions. Others have been offered attractive jobs in education or industry.

Advising

New graduate students should meet with the graduate coordinator before registration. At that meeting, an appropriate projected plan of study will be determined for the student’s educational objectives.

Returning graduate students should meet with the graduate coordinator before registering for courses. After approval by the coordinator, the advising hold is lifted, and students may register.

If at any time you have any problems or concerns, please see the graduate coordinator. Sooner is better.

Comprehensive Exam

The Graduate Coordinator serves as the Chair of the Comprehensive Exam Committee. The remaining committee members consist of instructors of the courses over which the
student is being tested. Instructor substitutions can be made, for example, in cases where a course instructor is no longer a member of the faculty.

Material for the examination is selected from courses offered by the Department of Mathematics and Statistics used to fulfill degree requirements of the student’s program. The courses over which the student is tested normally consist of

- Real Analysis I and II (MA 535, 536)
- another 2-course sequence selected by the student
- an additional course of the student’s choosing

The exam is given in three sections, as described above. The complete exam is usually taken within one week. **Students that have chosen the thesis option only take the first two sections of the exam.**

The Exam Committee determines whether the student has passed each section. A rating of “pass” on all three sections is required for the student to pass the exam. If a single section is failed, and if the performance on the other two sections is strong, the Committee can require that the failed section be re-taken at a later date. Otherwise, the Exam Committee can require that the entire exam be re-taken. At most one re-take of the exam, or section of the exam, is allowed.

The comprehensive exam is normally offered no more than once per semester.

**Graduate Student Seminar**

All graduate students are required to participate in the Graduate Seminar (MA 592) at least twice. Graduate students on assistantships must participate during any semester while on assistance. Students receive credit for seminar only twice, but a credit override can be administered if students wish to have the seminar listed on their transcript each semester. The seminar meets weekly under the supervision of the graduate coordinator. In the seminar, students take turns reading and presenting published articles. The order of presentation will be determined at the beginning of each term.

Both *American Mathematical Monthly* and *Mathematics Magazine* are good sources of articles to present. The graduate coordinator must approve any article in advance, preferably a week before the presentation. After it is approved, the student should send electronic copies to everyone in the seminar.

The first meeting of each semester is reserved for orientation and advising purposes.
Department Colloquia and Seminars

Graduate students are strongly encouraged to attend Department colloquium and seminar talks. Talks and seminars are normally announced in advance via flyers in the Department Office and on the Department's webpage.

Colloquium talks are given by local faculty and visitors from other universities. When a colloquium talk is particularly suited to a graduate audience, the announcement will usually so indicate. It is important to meet visitors and hear about their mathematical work.

The seminars are usually conducted by local faculty. They normally include material from research papers, books, or preliminary versions of the speaker's research.

Graduate Student Symposium

On any Thursday when no department colloquium is scheduled, a Graduate Student Symposium should be presented. The graduate students are responsible for recruiting speakers for the Symposium and advertising the talks. One of the graduate assistants serves as chairperson. He/She will coordinate the Symposium with the chair of the Colloquium Committee.

Directed Studies

The Department endeavors to offer graduate courses in a timely manner to fulfill the needs of its students. However, the need occasionally arises for a student to pursue an individual study with a faculty member by enrolling in MA 594 (Directed Studies). Students interested in an individual study should begin by discussing their need with the Graduate Coordinator. The student must find a faculty member who agrees to direct the study. The student then completes the Department form Request for MA 594 which involves a brief outline of what the study will accomplish. Approval is required by the involved faculty member, the Graduate Coordinator and the Department Chair.

Special Topics Courses

Occasionally the need arises to offer a course which is not one of the regular courses described in the Graduate Bulletin. This can be done as a Special Topics course (MA 590). Approval is required at the college level by the Graduate Arts and Sciences Program (GASP) Committee. Faculty proposing such a course should submit appropriate documentation to the Department Graduate Committee two quarters in advance of the proposed offering to allow adequate time for review.
Thesis

Students are strongly encouraged to write a Masters Thesis. They should discuss their pending decision with the Graduate Coordinator. A thesis committee will be appointed after the student selects a major professor to direct the thesis. Prior to enrolling in MA 599 (Thesis), a student must have a research prospectus approved by the thesis committee. A thesis defense is held upon the completion of the thesis. Thesis students are referred to the document *Guide for Preparing Theses and Dissertations*, available at the Graduate School webpage.

Grades

Graduate students are expected to maintain a GPA of at least 3.0. If your grade point average drops below 3.0, then you will be placed on academic probation. You will have two terms to bring up your average or be dismissed by the Dean of the Graduate School.

Graduate Assistantship Duties

Graduate assistantships are awarded competitively. Graduate assistantships normally include a complete waiver of tuition. The student is responsible for paying the associated registration fees.

Each graduate assistant will be assigned to work 20 hours per week. Any problems with duties should be reported to the Graduate Coordinator for the Department. The information in this section should be used as a supplement to the *Graduate Assistant Information* which is available on the Graduate School webpage.

Graduate assistants are required to work in various ways for the Department. The different job assignments are described below. Occasionally, graduate assistants are assigned jobs from different categories, but the total combined work load of 20 hours per week is maintained.

Assistantship students will serve the department as follows.

10 hours per week in tutoring lab: Graduate assistants are utilized in the tutoring lab and computing labs of the Department. The tutoring lab is provided as a free service for students taking mathematics and statistics courses. The computing lab is used in conjunction with certain courses taught in the Department.

[Alternative] 10 hours per week as Graduate Teaching Assistant (GTA) for introductory mathematics and statistics courses. A GTA works with the course instructor and holds a pair of 50-minute recitation sessions. Weekly assessment of basic competencies and factual knowledge are given, graded and recorded by the GTA. Scores are incorporated into the determination of the final grades. Examinations are given during recitation sessions.
The instructor prepares the examinations. The GTA assists with grading. In addition the GTA holds 4 office hours per week.

3 hours preparation for tutoring: It is not uncommon for tutors to encounter unfamiliar material. Tutors will refresh their knowledge or learn new material as the need arises.

2 hours for attending department colloquia and pre-colloquia gatherings: The department is a community of scholars. Graduate students have an obligation to attend colloquia. It is also important that they meet and talk with visitors.

5 hours monitoring computer lab: There is a reported need for the second-floor computer lab to remain open, at least during mid-day. Graduate assistants will watch equipment, put paper in printers as necessary and answer questions. They will be responsible for locking the lab when they are done monitoring.

[Alternative] 5 hours for running Student Colloquia Series: Two students will organize colloquia each Thursday at 3:30 provided no department colloquium is scheduled. The talks will be intended for undergraduate and graduate students. Students, faculty member or visitors will speak. Organizers will be responsible for selecting topics, speakers and advertising the colloquia series.

Total: 20 hours

Note: Graduate students who have other duties will receive credit for their pre-assigned hours.