

MATHEMATICS GRADUATE STUDENT HANDBOOK



2021-2022

MATHEMATICS GRADUATE STUDENT HANDBOOK

PREFACE

This handbook collects in one place all of the most important information for students in the master's program in mathematics at Western Washington University. Our hope is that explaining the academic regulations in some detail will help to minimize any uncertainty about program requirements or expectations.

When you receive this handbook, read it through to see the overall structure of the master's program. Then save it for reference.

TABLE OF CONTENTS

1. Admission Requirements	1
2. Graduation Requirements	1
Course Requirements	
Grading Policy	
Plan of Study	
Qualifying Exam	
Advancement to Candidacy	
Project	
Thesis Option	
Transfer Credit	
Full-time Status	
Additional Requirements	
Changes	
3. The Project	5
Objectives	
Timeline	
Steps	
4. The Thesis	7
Eligibility and Outline of Procedures	
Evaluation of Proposal	
The Thesis Adviser	
The Thesis Committee	
Content and Evaluation of the Thesis	
The Final Evaluation	
The Public Defense	
Award of “Cum Laude”	
5. Sources of Financial Support	9
6. For T.A.s	10
Training	
Continuation of Teaching Assistantships for First Year Students	
Payday	
Office, Key, Materials	
Missing Your Class	
Academic Dishonesty	
Incomplete Grade Contract (K Grade)	
Final Grades	
Teaching Evaluations	
General Expectations	
7. Summary of Procedures for the Master’s Degree	14
Appendix: List of Forms	15

1. ADMISSION REQUIREMENTS

To be eligible for full admission (possibly with stipulations) to the M.S. program in Mathematics, a student must have a baccalaureate degree from an accredited institution and

- 1) have completed the following courses or their equivalent with a grade of B or better: Math 224, 304, 312, 331, CS 140 or Math 307 and two courses at the 400 level, and
- 2) have a GPA of 3.0 for the last 60 semester or 90 quarter credits and an overall GPA in undergraduate mathematics of at least 3.0, and
- 3) have met other requirements detailed by the Graduate School, such as having letters of recommendation submitted and submitting any test scores required.

A student whose native language is not English and who are not completing a degree at an English-speaking institution, must have passed the TOEFL or IELTS within one year of the time of application with a score at or above TOEFL (86 iBT) or IELTS (7.0).

A student who has not completed all of the courses listed under (1) but who can demonstrate strong promise of the ability to succeed in the M.S. program in Mathematics may be admitted with special stipulations. The Graduate Program Coordinator will specify the coursework necessary to correct the weaknesses in the student's background and the time period for its completion. In some cases one or more of these courses may be acceptable as part of the graduate degree program.

A very limited number of students whose undergraduate GPA in mathematics is below 3.0 may be granted admission with conditions specified by the Graduate Program Coordinator. A student on provisional status may not hold a Teaching Assistantship, but is eligible for other forms of financial support. See the section "Sources of Financial Support."

2. GRADUATION REQUIREMENTS

A student may select either a non-thesis program with a project (48 credits including 1 or 2 project credits) or a program with both the project and a thesis (45 credits including up to 6 credits for the project and the thesis).

The specific course requirements, the Qualifying Exam and other requirements for Advancement to Candidacy are common to both options, as are the project oral exam and colloquium talk. Other requirements are as described for the particular option. At most four credits of thesis (Math 690) may be applied toward the degree (two credits of Math 691 are allowed for the project).

Departmental policy limits students to at most four credits of seminars.

Course Requirements

The following courses or their equivalents must be completed before graduation:

Math 504, 521, 522, 691 and four courses with one course or its equivalent from each of the following lists:

1) Algebra and discrete math: 502, 503, 505, 551, 560, 564, 566

2) Analysis and topology: 524, 525, 527, 528, 531, 533, 539, 562

3) Decisions: 535, 542, 543, 540, 556, 557, 558, 570

4) Applied: 510, 511, 515, 533, 573, 575, 577.

The student's program must include at least 4 of the following courses: Math 503, 505, 511, 524, 525, 527, 528, 531, 533, 539, 543, 540, 557, 558, 560, 562, 564, 566, 570, 573, 577. (These courses may simultaneously be used to satisfy one of the lists above.)

A student who has not completed a senior-level course in each of the following areas is encouraged to include the indicated course or courses as part of the program: abstract algebra (401), second course in ordinary differential equations (432), complex analysis (538), probability and mathematical statistics (541).

A student who has had an equivalent course as an undergraduate will not have to take the corresponding course as part of the graduate program. However, a student may not receive credit toward a master's degree at WWU for courses which have been used as part of a previous degree. No lower level credits and at most 10 credits at the 400 level may be counted toward the degree.

Grading Policy

The current grading policy is as follows (see also "Additional Requirements"):

1) Over a two-year period, about half of the grades in the graduate courses in math should be either A or A-.

2) The grade B is regarded as satisfactory, but B- is not.

3) For a dual-numbered course, the assignment of grades to graduate students should not be related to the assignment of grades to undergraduates.

4) The project or thesis will be graded satisfactory (S) or unsatisfactory (U).

5) Students whose project and course work are of particularly high quality may, at the discretion of the Graduate Committee, be awarded a degree "With Distinction". This departmental honor may be used in vitae and mentioned in letters of recommendation.

Planning Your Coursework

The University tracks your progress toward the MS using DegreeWorks, and a link is available to this program from the Graduate School's web site for students, currently the link appears on <https://gradschool.wvu.edu/program-requirements>. You should discuss a plan with the program's academic advisor, as not all classes are available every year, and lack of planning may delay your graduation. It is recommended that you go through a tentative plan during your first quarter in the program.

Qualifying Exam

Each student must pass a Qualifying Exam before approval of a project topic. The exam covers calculus, elementary linear algebra, and elementary differential equations and is designed to allow a student to demonstrate mastery of these subjects at an early point in graduate study.

The Qualifying Exam may only be taken by graduate students enrolled in the WWU Mathematics Graduate Program.

Failure to complete this requirement in the first year of study may make it difficult to complete the degree within two years. The exam is normally given before classes begin in the Fall (typically in mid September) and before classes begin in the Spring (typically late March). A student who has not passed the qualifying exam after its third offering must have permission of the Graduate Committee to remain in the program. For example, a student entering in the fall and not passing by the beginning of the next fall quarter would have to request an extension from the Chair of the Graduate Committee.

Project Proposal

A student is eligible to submit a project proposal after they have

- 1) received full admission to graduate degree status,
- 2) passed the Qualifying Exam, and
- 3) fulfilled any stipulation or provision listed in the admission letter.

Project

All students must complete the requirements of the project (Math 691). At least one credit (and up to two, as the student wishes) will be awarded upon successful completion of the project, which will involve both an oral examination on the subject of the project and a colloquium presentation to the mathematical community. See the section entitled "The Project."

Thesis Option

A student who elects the thesis option may complete the degree with 45 credits of which at most four are thesis credits (Math 690). The procedures for selecting a thesis committee, for submission of the thesis, and for the thesis defense are described in the section entitled “The Thesis.” The student should note that the departmental Graduate Committee will not approve a specific thesis proposal until the student passes the oral exam for the project, schedules the colloquium, and submits a satisfactory three-page sample of expository mathematical writing to the Graduate Committee. It is intended that the actual writing of the thesis will begin after the colloquium has been presented. The intended time of graduation should be two quarters (excluding summer) after the oral examination. For example, to graduate in June, the student would have to pass the oral examination by the end of fall quarter, and would have started work on the project by the previous June. The Committee reserves the right to decide that a student cannot select the thesis option if it feels that he or she is not suitably prepared.

Transfer Credit

At most twelve (quarter-based) hours of transfer credit can be included in the program. These credits must be discussed with the Graduate Academic Adviser and, if acceptable, will be included in the student’s DegreeWorks plan. The Graduate School will then, if the courses are acceptable to them, approve the credit. To be acceptable as transfer credit, courses must be of a level equivalent to that of WWU courses acceptable in the graduate program, must not have been used as part of the requirements for any previous degree, and must have been completed within the three years prior to admission to the graduate program. While in the graduate program, credit received for graduate work done elsewhere will count towards the WWU degree only with prior approval.

Full-Time Status

A student is considered to be full-time if registered for at least eight credits. An exception is granted to a student completing the degree who is registered for at least 4 credits in his or her last quarter.

Graduate teaching assistants and students receiving financial aid must maintain full-time status.

Additional Requirements

In addition to the requirements above, the Graduate School has a number of requirements concerning residency, time limits, grades and so forth. These are summarized here. See the Graduate section of the University Catalog for additional details.

1) Residence

Students must be registered for at least two credits during the quarter of their graduation. For students who have completed other degree requirements, the Graduate School provides a “Continuing Enrollment” course.

2) Time Limit

The degree program must be completed within five years.

3) Grades

A student must maintain an overall GPA of at least 3.0 for graduate-level coursework included in the degree to remain a candidate for the graduate degree. Typically, a student admitted provisionally is required to earn at least a B grade in each course for the first 15 credits of graduate coursework. Courses taken Pass/No Pass may not be applied toward a graduate degree. A student who receives more than 10 credits of C+ or lower grades is removed from the program. Every C+ or lower grade received, including those from courses repeated later, counts toward the total. No graduate credit is allowed for courses graded D+ or lower.

Changes

Any change from the above requirements must be approved by the Graduate Committee. A student requesting a change must do so in writing, submitting the request and the justification and reasons for the request to the Chair of the Graduate Committee.

3. THE PROJECT

Objectives

The purpose is to establish that the student is able to engage in independent study of advanced mathematical material and to present the results of such study in a scientific and scholarly manner. In order to meet this purpose the material concerned should lie beyond the scope of courses normally taught at WWU, but may, for example, be based on topics covered in advanced texts or published papers appearing in journals.

The project consists of the following four steps:

1. Selection of a topic and a supervisor.
2. Submission of a type-set proposal to the Graduate Committee.
3. Oral exam before a committee of graduate faculty.
4. A one-hour colloquium talk by the student.

Timeline

It is expected that each of the four steps will take place in distinct, preferably consecutive, quarters. Unless an exception is requested from the Chair of the Graduate Committee and approved by the committee, it is **required** that Steps 2, 3, and 4 take place **in distinct quarters**. Step 2 must be done **by the end of the fourth week** of the quarter. For example, a student

planning to graduate in June would have to submit the proposal by the end of the fourth week of Fall Quarter, pass the oral exam during Winter Quarter, and give the colloquium talk during Spring Quarter. Oral exams and colloquia are never scheduled during the summer.

Step 2 may only occur after the student has passed the qualifying exam.

When a student requests an exception to the requirement that steps 2, 3, and 4 take place in distinct quarters, the Graduate Committee may choose to allow that two of the three steps be taken during the same quarter. In this situation, the colloquium can only be scheduled after the student has satisfactorily defended the project (that is, completed step 3 successfully).

Steps

Selection of a topic and a supervisor

This step should occur as early as possible. Students are encouraged to seek the help of the Graduate Committee Chair and of the Graduate Adviser in selecting a supervisor.

It is the task of the supervisor to guide and assist the student where necessary, beginning with the preparation of a proposal for submission to the Graduate Committee. This begins with helping the student prepare a proposal for submission to the Graduate Committee (see “Submission ...” below). The supervisor and student should meet regularly to monitor the progress of the work, and the supervisor should provide appropriate criticism and advise for both the work and the oral presentations. In particular, the supervisor should hear preliminary versions of the colloquium talk and offer constructive suggestions for its improvement. No student shall be denied the opportunity to have a supervisor.

Submission of a typed proposal to the Graduate Committee

The student and the supervisor together shall choose the specific subject matter of the project. The student, aided by the supervisor, shall prepare a project proposal, not to exceed one page in length, setting out the topic to be studied and a list of references. The proposal should have a clearly stated title and the names of the student and the supervisor. The advisor shall submit the proposal to the Graduate Committee which will select a project committee if it approves the project.

The Oral Examination

A **one-page** handout must be prepared by the student and supervisor and distributed **by the latter at least two days** before the oral exam. The handout should include date, time, and place, and names of the project committee members. The student will give a 15-20 minute summary of the material studied during the project to an audience of faculty members only, and will be expected to answer questions designed to reveal whether a satisfactory understanding of the material and background has been achieved.

The Graduate Committee will meet immediately after the oral exam and will decide whether the student's performance is satisfactory. If so, the student may schedule the colloquium talk. If not, the student may repeat the oral exam once or defend the project (for instance by meeting to answer questions) in one additional meeting. A student who does not pass the oral exam on the second attempt must have the permission of the Graduate Committee to stay in the program.

The Colloquium Talk

After the oral examination has been passed, the final step is a one-hour (50 minutes) colloquium talk by the student on his or her topic.

In collaboration with the supervisor, the student must prepare a title and abstract for the talk, and give this to the Colloquium Organizer **one week before the talk**.

The talk should be at a level suitable for graduate students in the department and should

- 1) demonstrate a good understanding of the subject matter and familiarity with its broader mathematical context,
- 2) be of a sufficiently high mathematical level, and
- 3) be clear, coherent, well organized, and interesting.

The talk should be thoroughly prepared and practiced so as to fit within the time available. It should include a brief introduction describing the problem, its history and significance, and an outline of the talk. Appropriate examples and applications should be included. The student is not expected to cover everything that he or she has learned during the project.

No talk presented in a class such as a 599 seminar class may simultaneously serve as the colloquium talk, although the topic of the project may be related to a talk given in such a class.

4. THE THESIS

Eligibility and Outline of Procedures

A student may begin formal work related to the thesis option after a project has been approved. It is the student's responsibility to find a faculty member willing to serve as adviser for the project and thesis and their joint responsibility to develop a thesis/project proposal for submission to the Graduate Committee. The proposal should be accompanied by a three-page sample of mathematical expository writing that conforms to the norms of the mathematical literature.

If the Graduate Committee approves the thesis proposal and is satisfied with the writing sample, it may then approve a thesis option after the student has passed the oral exam for the project and

scheduled the colloquium. After passing the oral exam and giving a satisfactory colloquium, the student may elect at any time not to select the thesis option. If the thesis proposal is accepted, the student shall find two other faculty members willing to serve with the thesis adviser on the thesis committee. The thesis topic and thesis committee membership must then be submitted for the Graduate Dean's formal approval — see the Graduate School's web site. It is expected that a student would normally spend at least nine months (possibly including a summer) working on the thesis.

Evaluation of Thesis Proposal

The Graduate Committee will evaluate the thesis proposal according to the following criteria:

- 1) mathematical maturity and level of preparedness of the student,
- 2) potential of the student to complete the proposed project,
- 3) suitability and significance of the topic.

If the Committee feels that the student is not ready or suitable for the thesis option, then further course work could be prescribed or the thesis option might be declined altogether.

The Thesis Adviser (Thesis Committee Chair)*

It is the student's responsibility to find a faculty member willing to serve as an adviser and their joint responsibility to develop a proposal for submission to the Graduate Committee. Once this is accepted, the adviser is responsible for guiding the student, reading drafts, deciding on the suitability of subject matter, and monitoring progress. The adviser will also examine the written thesis in conjunction with the thesis committee and take part in the Final Evaluation. It is the responsibility of the thesis adviser to keep the thesis committee informed of the student's progress and of any possible difficulties.

The Thesis Committee*

The thesis committee will consist of the adviser and at least two other faculty members. They are expected to read and evaluate the thesis and to participate in the Final Evaluation. They are also expected to monitor the student's progress about halfway through the period of study for the intermediate progress report. Regular contact with the student during the course of study is encouraged.

*Graduate School regulations concerning the selection of the thesis adviser and committee must be satisfied.

Content and Evaluation of the Thesis

The student is expected to demonstrate in the thesis knowledge of the field within which the thesis topic lies, the relevant literature, and the context of the work. This thesis must constitute a contribution to mathematical knowledge and understanding by means of a critical review, comparison, unification of material, or some (original) mathematical advance. In all of the above, the contribution must be of a substantial nature and both the oral and written presentations must be done in a scholarly manner.

A coherent written draft of the thesis will be required by the thesis committee before the eighth week of the quarter before the quarter in which the student expects to graduate.

A final draft of the thesis must be available to the thesis committee and any other interested faculty at least two weeks before the Final Evaluation. If the thesis committee feels that the thesis requires more than minor typographical corrections, the Final Evaluation must be postponed until the committee is satisfied. In practice, the adviser is expected bar submission of a final draft until the adviser feels that it will meet departmental standards. If, after at least two “final” versions have been examined, the committee finds it appropriate to do so it may inform the student that the thesis project has been unsuccessful and the student will be required to drop the thesis option. The format of the thesis must conform to the norms of the mathematical literature and to the regulations of the Graduate School. A copy of the Graduate School regulations is available on its web site.

The Final Evaluation

The thesis committee (including the thesis adviser) makes the Final Evaluation. This meeting is not open to the student, but the members of the Graduate Committee are invited to attend. It must take place not later than the fourth week of the quarter in which the student plans to graduate and must be scheduled at least two weeks in advance.

The thesis committee will meet immediately after the Final Evaluation to make a decision regarding its acceptability. If the thesis is judged not acceptable, the student will be allowed one further Final Evaluation.

The Public Defense

After the thesis has been accepted by the Final Evaluation, the final step is a one-hour Public Defense by the student. The Graduate School must be informed at least two weeks before the Public Defense in order to allow for the presence of a representative of the Graduate Council. A draft must be submitted to the Graduate School at least one week prior to the Public Defense.

The student should first spend 40 minutes giving an overview of his or her work. There will then be a question session in which the adviser and other members of the thesis committee ask questions specifically related to the thesis and to the more general field within which it lies. Some of these questions may be posed ahead of time so that the student can prepare in advance.

Once the adviser and thesis committee have completed their questions, other faculty and the Graduate Council representative will be given an opportunity to put questions to the candidate.

Award of “Cum Laude”

If the Graduate Committee, upon the recommendation of the thesis committee, feels that the thesis work and course work is of a particularly high quality, they may declare that the master’s degree is awarded Cum Laude. This is purely a departmental award, which can be referred to on the student’s vitae and in letters of recommendation. The award must be made by the date of graduation.

5. SOURCES OF FINANCIAL SUPPORT

The three principal sources of financial support through the Graduate School are teaching assistantships, the graduate work-study program, and partial tuition and fee waivers.

Teaching Assistantships

A student interested in receiving a Teaching Assistantship is encouraged to apply while applying for admission to the graduate program. The duties of a T.A. generally involve the teaching of one section of an elementary mathematics course each quarter under the supervision of a faculty member. A student must be fully admitted to the graduate program in order to be eligible for a T.A. position.

In filling teaching assistant positions that become vacant during the academic year, priority will be given to students who have already taken the T.A. training course Math 595.

A student may receive support as a T.A. for at most six quarters. Once a student has received a full Teaching Assistantship, it will generally be renewed for as long as necessary (within the six-quarter limitation) provided the student continues to make adequate progress toward the degree and is a successful teacher.

Graduate Work-Study Program*

Students may apply for work-study money through Student Financial Resources. Students must have checked the box for work-study on their FASFA form to be eligible. This funding is available on the basis of financial need to graduate students not holding a Teaching Assistantship. Provisionally admitted students are eligible for this money provided they qualify on the basis of need. Students are eligible to work for at most 19 hours per week at a rate that is comparable to that of a T.A. Duties generally consist of assistance with research and instructional programs.

Partial Tuition and Fee Waivers*

A limited number of partial tuition waivers are awarded by the Graduate School (in consultation with the Mathematics Department) to U.S. citizens or resident aliens who have met all admissions provisions and who are not T.A.s.

*It is necessary to be registered for at least 8 credits in any quarter in which tuition waiver or work-study money is received.

6. FOR T.A.s

Training

Teaching assistants are required to attend the training course Math 595 during their first year. This course typically begins in the middle of September and consists of one week of intensive training followed by weekly meetings during the fall quarter. Teaching assistants will also meet with lead instructors to discuss particular approaches and details for each course taught.

Continuation of Teaching Assistantships for first year students

A graduate teaching assistant who is in good academic standing and has performed their teaching duties satisfactorily will be reappointed as a teaching assistant for a second year. (This assumes that the department has the appropriate funding).

Payday

The first payday is usually October 10th. However, you will not be in pay status on September 16th unless you fill out both the I-9 and other forms, by the beginning of September, so please fill out these forms as soon as you can in the Human Resources offices. For the I-9 form, you will need to present one or more identifying documents. For specific information concerning acceptable ID, please call HR at 360-650-3774. If you cannot visit HR in a timely manner, arrangements can be made to have an HR department at another entity, or a Notary Public perform this process and then send the form to the Western HR office. If this is the case, again, please contact the HR department for guidance.

Office, Key, Materials

The departmental office will help you choose a desk in an office and will provide you with an office key. **If you lose your key you will have to pay for a replacement**, which will probably take at least a week to obtain. Please put your name on a large sheet of paper and tape it to your desk. Computer terminals are available in BH 229, 231, 194 and 244. They are for the use of T.A.s only--no exceptions. Offices are for the use of T.A.s only, not other students or friends.

You will need to choose 5 hours per week for office hours and post these outside your office. T.A.s often choose common office hours (which are always noisy) in order to keep the office a quiet and usable study room at other times. ALWAYS be there for each full office hour.

Office supplies (pencils, red pens for grading, etc.) are in BH 202. The copy code for the copy machine can be obtained from the departmental office. You may not use the departmental copy code for personal use, but you can purchase a personal copy card at the Wilson Library Copy Center. For copying materials for every member of your class, you must use the services of Copy Duplicating; your lead instructor must make the copy-duplicating request (unless you are teaching Math 99). You have a mailbox in BH 211. Check it daily as this is where notices, many of which have time deadlines, will be deposited.

Your Class

You will be teaching one section of a course in which there is a lead instructor. The lead instructor will be responsible for the exams (though you may be asked to help compose them) and the grading scheme. The T.A.s will do much of the grading. The lead instructor will assist you with materials to be taught, assist you in limiting the time you spend on all teaching duties to not more than 20 hours in any one week, determine the class syllabus, and will also meet with you regularly to discuss how and when to cover the material. You are expected to attend these sessions, to work cooperatively with the lead instructor and your peers, to assist in grading, to prepare well for each class you teach, and to start each class on time. All class handouts must be approved in advance by the lead instructor. The lead instructor is there to help you become a better teacher. Remember that all of us have room for improvement.

The following statement concerning the relationship between teachers and students pertains to all teaching levels and is worth thinking about.

“I’ve come to the frightening conclusion that I am the decisive element in the classroom. My personal approach creates the climate. My daily mood makes the weather. As a teacher, I possess a tremendous power to make a child’s life miserable or joyous. I can be a tool of torture or an instrument of inspiration. I can humiliate or humor, hurt or heal. In all situations, it is my response that decides whether a crisis will be escalated or de-escalated and a child humanized or de-humanized.” - Haim Ginott.

If a student in your class wants a special favor--some variation in the announced grading scheme, the privilege of taking a quiz or exam at other than the announced time, getting an “incomplete,” or changing the grading scale, for instance--refer the student to the lead instructor. Avoid ingratiating yourself with your class by complaining about the lead instructor to them. Always remember that while acting as a T.A. you are a colleague and we expect you to behave like one.

Missing Your Class

If you ever have to miss a class for health or other reasons (it goes without saying that “other” reasons should be equally compelling), get another T.A. or faculty member to substitute for you and always report each absence to the lead instructor. We have the general policy of helping each other as needed, so we do not pay substitutes, but rather hope that it balances out overall.

Academic Dishonesty

It is an unfortunate fact that you may have to cope with cheating in your class. You should try to deter cheating by careful proctoring of exams and other mechanisms that you may discuss with your lead instructor. Sometimes suspected cheating may be squelched before it has any effect without making any formal accusation. Just take away the extra notes, make students who seem to be collaborating move to different seats, or do whatever is appropriate.

If you suspect (or know of) cheating after an exam, **do not** attempt to deal with the situation yourself. **At no time should you publicly accuse a student of cheating.** Among other things, doing so exposes you to the legal danger of libel and slander. Take such cases to your lead instructor and the Graduate Adviser to deal with. There is a very well-developed university policy on cheating in the General Catalog, which you should read; a student found cheating may receive an F for the course and can be placed on a list in the office of the Vice President for Academic Affairs.

Incomplete Grade Contract (K Grade)

Incomplete grade contracts must be arranged and completed with the lead instructor.

Final Grades

At the end of **each** quarter you have taught, be sure the departmental office has a copy of your final grade sheet, a copy of your record for each test score for every student and a copy of the syllabus (or whatever you have showing grade cut-offs). These are necessary since students may request a grade change after you have left WWU.

Teaching Evaluations

You are required to have student evaluations of EACH CLASS YOU TEACH. Each quarter, an on-line form **must** be filled in and sent to the Registrar’s Office to request a package of evaluation forms for your class. **Failure to comply with the procedure detailed in this package may result in cancellation of your assistantship.** The Department is required to keep a copy of the evaluation in your file. You will probably want a copy as well; so after you pick up your evaluation, use the departmental copy card to make a copy.

General Expectations

The use of alcohol or drugs is governed by university policy set out in the University Catalog. Use of abusive language or behavior, with your students, your peers, or your instructors, is not acceptable. Sexual harassment (defined in the university catalog) is unacceptable. Failure to meet the expectations listed in the above sections may also be grounds for dismissal.

It is expected that lead instructors and T.A.s will carry out their duties as outlined in their job descriptions and that conflicts in jointly taught classes will be rare.

When possible, interpersonal conflicts should be handled by the parties involved through direct discussion and compromise, whether the conflict involves T.A.s, students, or the lead instructor, always recognizing that the ultimate goal is to provide a good learning environment for our undergraduates. If an affected party feels uncomfortable handling the conflict directly, or if a problem arises for which the party involved feels that direct discussion is inappropriate, or if the conflict remains unresolved after direct discussion, the following steps should be taken in the order given, as appropriate.

- 1) Consult with the lead instructor.
- 2) Seek a mutually agreed upon mediator - possibly the Graduate Adviser.
- 3) Consult the department's chairperson.

If a situation involving a T.A. is serious enough to involve possible dismissal, written notification will be given to the T.A. indicating deficiencies. If the deficiencies are not corrected in a timely fashion, the matter will be referred to the Executive Committee. T.A.s may be relieved of their teaching responsibilities by the Executive Committee in case of inadequate progress, violation of the provisions of Appendix J in the University Catalog, or inadequate performance in their teaching responsibilities as stated in the job description.

7. SUMMARY OF PROCEDURES FOR THE MASTER'S DEGREE

Procedure	Responsibility	Where Submitted	When
Application Materials	Student	Graduate School	Preferably by March 1st
Registration	Student, Graduate Adviser	Online (Web4U)	See WWU Academic Calendar
Plan of Study	Student	DegreeWorks	First or second quarter of study
Qualifying Exam	Student	Department	During 1st year, preferably Fall Qtr.
Selection of Project	Student, Graduate Adviser	Department	After passing the Qualifying Exam
Oral Exam	Graduate Committee, Student	Department	By end of second-to-last quarter
Application for Degree	Student	(Using online web form) Graduate School	By end of second-to-last quarter
Topic Approval (Thesis option)	Student	Department, Graduate School	Following Oral Exam
Colloquium Presentation	Student	Department	Quarter Following Oral Exam
Thesis Defense	Student, Thesis Adviser	Department	By 4th week of final quarter
Submission of Thesis	Student	Department, Graduate School	4 weeks before end of final quarter
Recommendation for Degree	Student, Graduate Adviser	(Using online web form) Department, Graduate School	2 weeks before end of quarter during which graduation occurs

APPENDIX

LIST OF FORMS

This appendix lists the forms pertaining to your graduate career. All of them are on-line forms linked from the Graduate School's web site.

Forms Requiring Graduate Adviser's Signature

DegreeWorks Plan of Study

Transfer Credit/Exempt Course - part of the plan of study.

Directed Independent Study Permit

Application for Master's Degree

Recommendation for Master's Degree

Forms Not Requiring Graduate Adviser's Signature

Graduate School Returning Student Application

W-4 (Employee Withholding Allowance)

I-9 (Employment Eligibility Verification)

Evaluation of and by T.A.s

Student Evaluation of Instruction

Evaluation of Teaching Assistant and Teaching Assistant Job Description

Evaluation of Lead Instructor and Lead Instructor Job Description