Florida State University
Department of Computer Science

Graduate Students
Welcome and Orientation

“If you don’t work on important problems – it is unlikely you will do important work.”
– Richard Hamming, Bell Labs
Overview

- Welcome and Advice from the Chair
- Introduction of Faculty Members
- Introduction of Staff
- Degree Programs and Academics
- Policies and Procedures
- Advisement and Class Registration
- Computer and Network Security Brief
- Responsibilities of Teaching and Research Assistants
- Paychecks, Tuition Waivers, Establishing State Residency
Advice from the Chair

♦ Welcome
♦ Don’t underestimate the effort to complete graduate courses.
♦ Consider the Thesis Option for the MS degree if possible.
♦ Take your Teaching Assistantship seriously.
♦ Strive to become a Research Assistant.
♦ Take your Research Assistantship seriously.
Advice from the Chair (cont.)

♦ Publications matter!
  – Publications are important to graduate with a PhD.
  – Expands your opportunities when you graduate.

♦ Avoid honor code violations.
Advice from the Chair (cont.)

- Unsupported graduate students who wish to obtain support:
  - You must have an English proficiency test on record (either iBT speaking score of 26 or higher or FSU SPEAK test of 45 or higher). FSU SPEAK test scores of 50 or higher will result in a higher priority for appointment.
  - When additional TA positions are available, priority will be mainly based on your GPA and the number of software and systems core courses taken at FSU. Cheating or other unacceptable behavior will disqualify a student from consideration.
  - Should consider seeking employment in other departments or units on campus.
Introduction of Faculty Members

“We all agree that your idea is crazy...but is it crazy enough.”
- Niels Bohr
Dr. Margareta Ackerman

Assistant Professor

PhD 2012, University of Waterloo
Formal Foundations of Clustering

Office: 264 Love
Phone: (850) 645-4029
Email: ackerman@cs.fsu.edu
Dr. Sudhir Aggarwal

Professor

PhD, University of Michigan

Computer Networks, Digital Forensics, Distributed Systems, Network Games

Office: 263 Love
Phone: (850) 644-0164
Email: sudhir@cs.fsu.edu
Dr. Mike Burmester

Professor

PhD 1966, University of Rome, Italy

Office: 268 Love
Phone: (850) 644-6410
Email: burmeste@cs.fsu.edu
Caitlin Carnahan
Lecturer
MS CS 2014, Florida State University
Room: 205A Love
Phone: ?
Email: carnahan@cs.fsu.edu
Dr. Zhenhai Duan

Associate Professor

PhD 2003 University of Minnesota
Computer Networks, Multimedia Applications, Performance Modeling and Evaluation

Office: 162 Love
Phone: (850) 645-1561
Email: duan@cs.fsu.edu
Dr. Robert van Engelen

Professor

PhD 1998, Leiden University, The Netherlands
Compiler Analysis and Optimization, Programming Languages, Cloud Computing, Web Services, High-Performance Computing, Probabilistic Models and Networks

Office: 168 Love
Phone: (850) 645-0309
Email: engelen@cs.fsu.edu
Dr. David Gaitros

Senior Teaching Faculty

PhD 2007 Florida State University
Software Engineering, Database Systems

Office: 105D Love
Phone: (850) 644-5832
Email: gaitroso@cs.fsu.edu
dgaitros@fsu.edu
Dr. Sonia Haiduc
Assistant Professor

PhD 2013 Wayne State University
Software Engineering, Natural Language Processing

Office: 261 Love
Phone: (850) 645-0727
Email: haiduc@cs.fsu.edu
Dr. Lois Wright Hawkes

Professor – Associate Dean, College of A&S

PhD 1977, University of London (U.K.)

Fault Tolerance, Interconnection Networks, Collective Communications over ATM, Fault Tolerance in ATM, ATM Network Switching Fabrics, Coding Theory, Intelligent Tutoring Systems

Office: 110C Longmire
Phone: (850) 645-7443
Email: lhawkes@fsu.edu
Dr. Piyush Kumar
Associate Professor
PhD 2004 State University of New York at Stony Brook

Design and Analysis of Real-World Algorithms, Computational Geometry

Office: 161 Love
Phone: (850) 644-4004
Email: piyush@cs.fsu.edu
Dr. R. Chris Lacher

Emeritus Professor – Panama City Campus

PhD 1966, University of Georgia
Generic Programming, Machine Learning, Neural Computation, Macromolecular Modeling, Computational and Geometric Topology

Office: Faculty Annex B 100, Panama City Campus
Phone: 644-2090 ext 2256
Email: lacher@cs.fsu.edu
Randolph Langley

Senior Computer Scientist

MS Computer Science, FSU 1996
System Administration and Network Management

Office: 103 Carothers (MCH)
Phone: (850) 645-1225
Email: langley@cs.fsu.edu
Dr. Xiuwen Liu

Professor

PhD 1999, Ohio State University
Computer Vision and Image Processing, Computer Graphics, Machine Learning, Artificial Intelligence

Office: 166 Love
Phone: (850)644-0050
Email: liux@cs.fsu.edu
Dr. Michael Mascagni

Professor

PhD 1987, Courant Institute, New York University
Mathematical Software, Random Number Generation, Monte Carlo Methods, Computational Biochemistry, Computational Neuroscience

Office: 206 Love, 430 DSL
Phone: (850) 644-6407 or 4-3290
Email: mascagni@cs.fsu.edu
Robert Myers

Associate Teaching Faculty

MS 1994 (Math), Florida State University
MS 2000 (CS), Florida State University

Room: 105C Love
Phone: (850) 644-0972
Email: myers@cs.fsu.edu
Dr. Daniel Schwartz

Associate Professor

PhD 1981, Portland State University
Models of Human Reasoning, Artificial Intelligence, Logic Programming, Expert Systems

Office: 266 Love
Phone: (850) 644-5875
Email: schwartz@cs.fsu.edu
Dr. Ashok Srinivasan

Associate Professor

PhD, Computer Science, University of California, Santa Barbara, 1996


Office: 169 Love
Phone: (850) 644-0559
Email: asriniva@cs.fsu.edu
Dr. Gary Tyson
Professor
PhD 1995, University of California - Davis
Computer Architecture, Compiler Optimizations
Office: 163 Love
Phone: (850) 644-3861
Email: tyson@cs.fsu.edu
Melina Vastola
Lecturer
MS CS 2013, Florida State University
Room: 105B Love
Phone: (850) 645-0900
Email: vastola@cs.fsu.edu
Dr. An-I (Andy) Wang

Associate Professor

Ph.D. 2003, University of California, Los Angeles


Room: 269 Love
Phone: (850) 645-1562
Email: awang@cs.fsu.edu
Dr. Zhi Wang

Assistant Professor

Ph.D. 2012, North Carolina State University, Computer security, with an emphasis on systems security, particularly operating systems security, virtualization security, and mobile security.

Room: 172 Love
Phone: (850) 645-0467
Email: zwang@cs.fsu.edu
Dr. David Whalley

Professor

PhD, University of Virginia
Compiler Optimizations, Embedded Systems, Computer Architecture

Office: 160 Love
Phone: (850) 644-3506
Email: whalley@cs.fsu.edu
Dr. Jie Yang
Assistant Professor
PhD 2011, Stevens Institute of Technology
Cyber Security and Mobile Security

Office: 171 Love
Phone: (850) 645-0417
Email: jieyang@cs.fsu.edu
Dr. Weikuan Yu

Associate Professor

PhD 2006, Ohio State University
Big Data Systems and Analytics, High Performance Computing

Office: 206 Love
Phone: (850) 644-5442
Email: yuw@cs.fsu.edu
Dr. Xin Yuan

Professor and Chair

PhD 1998, University of Pittsburgh  
*Parallel and Distributed Systems, Computer Networks, Interconnects*

Office: 259 Love  
Phone: (850) 644-9133  
Email: xyuan@cs.fsu.edu
Dr. Zhenghao Zhang

Associate Professor

PhD 2006, State University of New York at Stony Brook


Office: 164 Love
Phone: (850) 644-1685
Email: zzhang@cs.fsu.edu
Peixiang Zhao
Assistant Professor

PhD 2012, University of Illinois
Database systems, data mining and data-intensive computation and analytics in general. With emphasis in modeling, querying and mining graph-structured data, such as large-scale graph databases and information

Office: 164 Love
Phone: (850) 644-0246
Email: zhao@cs.fsu.edu
Introduction of Staff
Staff

◆ Jennifer Reed
  – Manages Department Administration
  – Office Manager
  – 253B Love Building
  – 644-5439
  – jreed@cs.fsu.edu

◆ Edwina Hall
  – Program Assistant
  – 203 Love Building
  – 644-0672
  – ehall@cs.fsu.edu
Staff

- Christian Savage
  - Grants Specialist
  - 253B Love
  - 645-8598
  - csavage@cs.fsu.edu

- Kenyetta Neale
  - Administrative Support Assistant
  - 253 Love
  - 644-2644
  - kneale@cs.fsu.edu
Staff

♦ Eleanor McNealy
  – Course Scheduling, Graduate Affairs
  – Graduate Assistant
  – 253A Love Building
  – 644-3441
  – mcnealy@cs.fsu.edu

♦ Yu Wang
  – System Administration
  – 208 MCH
  – 644-4290
  – yuwang@cs.fsu.edu
Staff

- Richard Rubin
  - Undergraduate Advisor & Academic Program Specialist
  - 203C Love Building
  - 644-8700
  - rrubin@cs.fsu.edu

- Betty Stanton
  - Undergraduate Advisor and Academic Support Specialist
  - 203B Love Building
  - Stanton@cs.fsu.edu
Staff

✦ Daniel Clawson
  – Graduate Advisor & Academic Program Specialist
  – 203D Love Building
  – 645-4975
  – clawson@cs.fsu.edu

✦ Gabe dela Pena
  – System Administrator
  – 208E MCH
  – 644-5439
  – delapena@cs.fsu.edu
Degree Programs and Academics

PS. all of the following information can be found on department and university web pages!
Degree Programs

- PhD Degree requirements
- MS major in Computer Science
- MS major in Information Security
- MS Network Administration (CSNA) track
- MS in Computer Criminology
PhD Degree Requirements

- Finish required graduate course work. Students must finish at least 5 of the courses in the required core areas with at least one course from each area during some period in their graduate career.
  - CIS 5935 (2) in the first Fall term of enrollment
  - With Masters (at least 4 additional courses past the masters)
  - Without Masters (at least 10 additional courses)
  - Courses required by your PhD Committee
- Maintain and update your portfolio
- Pass qualifying exam (student portfolio defense)
- Pass PhD preliminary exam (area exam)
- Write and defend a prospectus
- 24 hours of dissertation
- 24 hours of residency (24 credit hour with 12 months)
  - This is after having earned 30 hours of graduate credit or a masters.
- Write and defend a dissertation.
- PhD students must complete the qualifying exam before applying for an MS degree. If you have an MS in CS or CE, then you cannot get an MS from us.
MS CS Basic Degree Requirements

- 35 Hours of Graduate Course work
  - DIS, Supervised Teaching, Supervised Research, and courses that start with CGS may not be counted as part of the 35 hours.
  - At least a 3.0 GPA (Not 2.9999999999)
  - All courses passed with at least a B-
  - Written and defended a Thesis/Project for those tracks
    - Register for Thesis/Project Defense or Comprehensive Exam
  - Applied for Graduation

There is a seven year time limit from the time you start the degree program until completion.
MS CS Basic Degree Requirements

- CIS 5935 Intro to Research (2 Hours)
- Software (Select one or more)
  - COP 5570 Concurrent, Parallel, and Distributed Programming
  - COP 5621 Compiler Construction
  - COP 5725 Database Systems
- Systems (Select one or more)
  - CDA 5155 Computer Architecture
  - CEN 5515 Data and Computer Communications
  - COP 5611 Operating Systems
- Theory (Select one or more)
  - COT 5310 Theory of Automata and Formal Languages
  - COT 5405 Advanced Algorithms
  - COT 5507 Analytical Methods
PhD Students Obtaining an MS Degree

- A PhD student cannot obtain an MS CS degree if he/she has an MS in Computer Science or an MS in Computer Engineering from another institution.
Masters of Science (116610)

- **Thesis Option**
  - CIS 5935 Intro to Research 2 Hours
  - 3 Core Courses 9 Hours
  - 5 Graduate Electives 15 Hours
  - CIS 5970r Thesis 9 Hours
  - CIS 8976 Thesis Defense 0 Hours

- **Project Option**
  - CIS 5935 Intro to Research 2 Hours
  - 3 Core Courses 9 Hours
  - 6 Graduate Electives 18 Hours
  - CIS 5915r Project 6 Hours
  - CIS 8974 Project Defense 0 Hours

- **Course Only Option**
  - CIS 5935 Intro to Research 2 Hours
  - 3 Core Courses 9 Hours
  - 8 Graduate Electives 24 Hours
  - CIS 8966 Comp. Exam 0 Hours
  - Must earn a grade of B+ or higher in 6 of the 11 courses taken to graduate.

NOTE: This is the basic program for the 116610 major but each degree program has these options.
Masters of Science (InfoSec – 116640)

- Students are required to take the following courses which (*) satisfy the general core course requirements:
  - CEN 5515 Data and Computer Communications*
  - CIS 5370 Computer Security
  - CIS 5371 Cryptography
  - CNT 5415 Applied Comp. and Network Security
  - CNT 5412 Network Security, Active and Passive Defenses
  - Plus one of the following:
    - CDA 5140 Fault Tolerance
    - COP 5570 Advanced Unix Programming*
    - COP 5611 Operating Systems *
    - COP 5310 Theory of Automata*
    - COT 5410 Complexity of Algorithms
    - COT 5405 Advanced Algorithms*

- CNT 5605 Computer and Network Administration can currently substitute for CNT 5415.
Masters of Science (Computer Criminology 116660)

- The general degree requirements will include 4 graduate criminology courses and 7 graduate computer science (CS) courses related to information assurance and computer security for a total of 33 hours. The 6 required CS courses will fulfill an NSA approved certificate program, which will facilitate graduates from the program with getting employment with a federal government agency or a government contractor after they graduate.

- Criminology Courses from Which MS CC Students Are Required to Take at Least Three:
  - CCJ 5016 Crimes of the Powerful (3)
  - CCJ 5285 Survey of Criminal Justice Theory and Research (3)
  - CCJ 5606 Survey of Criminological Theories (3)
  - CCJ 5607 History of Criminological Thought (3)
  - CCJ 5636 Comparative Criminology and Criminal Justice (3)

- Computer Science Courses Required for MS CC Students:
  - CIS 5370 Computer Security (3)
  - CNT 5412 Network Security, Active and Passive Defenses (3)
  - CNT 5505 Data and Computer Communications (3)
  - CNT 5605 Computer and Network Administration (3)
  - COP 5611 Advanced Operating Systems (3)
  - COP 5725 Database Systems (3)
Masters of Science (Computer and Network System Administration 116620)

- The general degree requirements will be 35 hours, just like the MS CS degree, where 2 hours include the CIS 5935 Introductory Seminar on Research. The other 33 hours can be from a thesis, project, or course-only option, just like the MS CS degree.

- In addition, the MS CNSA degree program has an experience requirement to complete system administration internship, which may be fulfilled by working the CS Department systems group or other local system administration internships on campus.

- Computer Science Courses Required for MS CNSA Students:
  - CDA 5155 Computer Architecture (3)
  - CNT 5412 Network Security, Active and Passive Defenses (3)
  - CNT 5505 Data and Computer Communications (3)
  - CNT 5605 Computer and Network Administration (3)
  - COP 5611 Advanced Operating Systems (3)
  - COP 5570 Concurrent, Parallel, and Distributed Programming (3)
Academic Regulations

All of the following information can be found on Department and University Web Pages

The Following is an excerpt from the University Web site: “Remember . . . Information about FSU policies and procedures is available on the University's website and the School's website. "I didn't know" is NO excuse. Stay informed! Be proactive!”
Violations of the Honor Code

- During an exam, using materials not condoned by the instructor.
- Representing another person’s work as your own, including material found on the internet.
- Obtaining, distributing, or using a copy of an unauthorized exam or course material.
- Impeding progress of other students.
- Tampering with another student's work.
- Assisting or plans to assist another student in such acts.
- Attempt to commit any acts above.
Grading System and Practices

- Graded on a 4.0 un-weighted scale.
- B- is the lowest passing grade even for CGS 5xxx level prerequisite courses.
- Graduate students must maintain a 3.0 overall GPA for ALL course work.
- Classes where you earned below a B- cannot be counted towards a degree but will count against your GPA.
Suspension, Dismissal, and Reinstatement

- Students who have missed any two consecutive terms must apply for readmission.
  - Note: You cannot apply for graduation if you are not an active student.

- Students who fall below a 3.0 during one term will be placed on academic probation.

- Students who fall below a 3.0 for two consecutive terms will be automatically dismissed by the University.
  - The student’s major professor may petition the academic dean and the Dean of the Graduate School for consideration of Special Circumstances.
  - Under no circumstances will a student be allowed more than one additional term of probation.
Withdrawal from University

- Dropping all classes does not constitute withdrawal from the University.
- Withdrawals are initiated in the Withdrawal section of the Registrar’s office.
- Students must be passing the course at the time of withdrawal to receive a “W” otherwise an “F” is given as a grade.
- Students may not be automatically dropped from classes they do not attend and you cannot automatically be withdrawn from the University.
- The Department nor the University can drop you from your last class.  
  - The Department nor the University can withdraw you from the University. You must initiate this action yourself.
- Medical Withdraws cannot be applied to selective classes. They must be applied to all classes for that term.
The deadline for students to drop a course without Dean's permission or grade liability is at the end of the 7th week of classes. Courses may be dropped through the 7th week of classes. Students are financially liable for tuition for all courses that appear on their schedule after the 4th day of classes (the end of the official drop/add period). Approval of the Academic Dean is still required to reduce the academic load below 12 semester hours (9 hours for those on assistantships) or increase the academic load above 15 semester hours.
Withdrawal

- Note: Rule 6C7.002(9)(b) stipulates that 25% adjustment in tuition is only through the end of the 4th week of classes.
  - Student withdraws during 1st week of classes - no grade or tuition liability.
  - Student withdraws during 2nd to 4th week of classes - no grade liability and 25% adjustment in tuition.
    - You are liable for 75% of the tuition.
  - Student withdraws during 5th to 7th week of classes - no grade liability and full tuition liability.
  - After the 7th Week, full grade liability and full tuition liability
## Grade Descriptions

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Full Time Student Requirement

- Normal Full-Time Load – 12 hours
- Fellowship Students – 12 hours
- Teaching and Research Assistants – 9 hours
- Maximum Load without Dean’s Approval – 15 hours
- Maximum Waiver (Florida Residents) – 12 hours
- Maximum Waiver (Out-of-State) – 9 hours
- Maximum Waiver (Out-of-State, 1st Fall term) – 11 hours

All full-time CS students are required to take at least 12 hours unless given permission by the Department to be a part-time student or on an Assistantship.

All Teaching Assistants, Research Assistants, and those on Fellowship must be full-time students.
Common Mistakes to Avoid

- Skipping more than one term before defending a project or thesis
  - Must reapply for admission
- Not completing all UG prerequisites
- Not completing all required courses
  - Taking more electives
- Taking special topics courses that do not count towards the degree program.
- Individuals on research committee that have no standing at FSU
- Not applying for graduation before the deadline
- Not registering for thesis defense, dissertation defense, or comprehensive exam
- PhD Students, not complying with the residency requirement (24 hours of courses in 12 months).
Fall Term Important Dates

- Aug 22 – Drop/Add begins
- Aug 24 – Classes begin, late registration for those who had not registered for any class
- Aug 27 – Last day to add courses without permission, last day to cancel enrollment and have fees removed, Last day to drop/add classes and have fees adjusted, Last day to pay or defer fees for all students without a $100 late fee
- Aug 28 – Last day to submit department waivers
- Sep 7 – Labor Day, no classes
- Sep 11 – Last day to file for Fall 2015 graduation.
- Sep 15 – Open enrollment for Fall-only Health Insurance ends
Fall Term Important Dates

♦ Oct 9 – Last day to reduce load without Dean’s permission. Last day to drop a course without receiving a grade. Last day to withdraw with receiving a grade. Last day for PHD students to pass prelim exams.
♦ Nov 11 – Veterans’ Day Holiday, no classes.
♦ Nov 13 – Last day to reduce load with Dean’s permission.
♦ Nov 16 – Final Manuscript Deadline
♦ Dec 4 – Last day of classes
♦ Dec 7- Dec 11 – Finals week
Registration

♦ DIS/Thesis/Project/Dissertation Hours
  - Courses must be created for each individual student and must be done before the start of the term.
  - Forms can be obtained in Room 203 Love and returned to Eleanor McNealy.
  - Forms must be completely filled out and signed by each member of the committee before the student can register.
Registration

- Defense of Project/Thesis/Dissertation
  - For Project/Thesis/Dissertation defense, the student must take at least two hours of Project/Thesis/Dissertation in the semester of graduation.
  - You must create and sign up for Thesis Defense (CIS 8976), Project Defense (CIS 8974), Comprehensive Exam (CIS 8966) or Dissertation Defense (CIS 8985) only once EVER!
  - You must also apply to graduate in the term you wish the degree. If for some reason you do not graduate, you must apply again.
    - Example: You apply to graduate in the current term and you are not able to finish your thesis but you have registered for Thesis Defense. You must apply to graduate again but you do not register for the Thesis Defense a second time. You would just clear the incomplete.
  - In your last semester if you are not on support and you just need to complete your project, thesis, or dissertation, then you need to sign up for at least 2 hours.
Misc. Policies and Regulations

- Thesis/Dissertation Students must consult the GradSpace Blackboard page for a complete list of deadlines and required documents in the semester they intend to graduate.

- Project Defenses must be done by the last day of class in order to qualify for graduation.

- Students taking Project, Thesis, Dissertation will be required to register for at least two hours of those courses at a minimum unless otherwise given permission to do so.
Computer and Network Security

Yu Wang
CS E-mail

- You should check your CS account (@cs.fsu.edu) e-mail at least once a day as this is how the department will communicate with you.
- You will also have an FSU e-mail account (@my.fsu.edu) provided by the University.
Teaching/Research Assistants
Eligibility

- Full time student and admitted to the department
- Good Academic Standing (3.0+ GPA) at all times.
  - Students on academic probation are not considered students in good standing by the University.
- Continue to make progress towards a degree in the Computer Science Department.
- Perform duties to the satisfaction of the Department and/or your assigned supervisor.
Limitations on Department Support

Department Support means an assignment as a Teaching Assistant (M9184), Grader(W9185), or System Administrator(Z9185).

- **Master Degree** - 2 Years
- **PhD (with Masters)** – 4 Years
- **PhD (without Masters)** – 5 Years

See


University Requirements for TAs

- For international students, certification in spoken English is required (a passing IB-TOEFL or SPEAK test score)

- PIE Conference or departmental TA training
  - We currently require all TAs to attend the fall PIE conference once, in first year you are a TA

- Sexual Harassment Training session
  - Available at the PIE Conference

- If you missed the PIE conference, see Daniel Clawson immediately about whether you can get required training sessions in online modules! These policy trainings are required for ALL FSU TAs!!!
TA Job Levels

♦ Level 1: Grader
  – May include grading, course management duties, office hours. No larger direct contact with students.

♦ Level 2: Recitation Instructor
  – May involve leading recitations or larger student help sessions, help lab, as well as Level 1 type duties

♦ Level 3: Primary Instructor for lower-level course
  – Instructor of record for a 1000- or 2000-level courses
  – TA must have 18+ hours of grad credit in CS

♦ Level 4: Primary Instructor for upper-level
  – Instructor of record for a 3000- or 4000-level course
  – TA must have 30+ hours of grad credit in CS (or hold an MS already)
Language Requirements

- A 26 or above on the IBT/TOEFL meets the Spoken English requirement.
- SPEAK test scores:
  - 45 (or 23-24 IBT/TOEFL) qualifies TA for grading (Level 1)
  - 50 qualifies TA for Level 2 (or higher).
- Exemptions to this policy must be approved by the Dean of Graduate Studies. If granted, students must meet the standards after the first semester.
What We Look for in TAs

- Excellent English and communication skills.
- Higher than average academic performance.
  - Average GPA is 3.5
- Strong computer science background.
- Specific technical or academic background.
- Strong work ethic.
- Punctuality.
- Honesty and integrity.
Probable Causes for Dismissal

- Failure to make academic progress
- Failure to perform duties
- Failure to show up for assigned class periods
- Failure to show up for required meetings
- Failure to report to school on the required date
- Inappropriate, rude, or abusive behavior in the classroom
- Inappropriate or rude communication with students within or outside the classroom
Probable Causes for Dismissal

- Unauthorized absence from school during your appointment
  - Example: Switching sections in the summer term with other TAs. Leaving FSU before the end of your appointment. Arriving at FSU after your appointment starts.

- Low academic performance
- Breaches of academic honor code
- Breaches of Federal or State laws
Appointment Papers

- Each student must be appointed to the position each term and must sign an appointment paper.
- The Appointment Paper is a contract of employment which states begin and end dates, hours per week, and salary.
- Appointment Papers are signed in room 253C with Ms. Edwina Hall.
- All students must have a social security number and must have applied for direct deposit.
- Graduate Assistants are expected to be in Tallahassee and available for work for the duration of their appointment. Fall appointments run through Dec 14.
Other Employment

- A graduate student supported by an assistantship providing $\geq 7500$ during the semester cannot have other employment or a fellowship without the department chair’s permission.

- A graduate student supported by a fellowship providing $\geq 7500$ during the semester cannot have other employment or a university assistantship without the department chair’s permission.
TA Duties and Responsibilities

- Regular meetings with assigned faculty
- Design course
- Compile syllabus
- Hold office hours
- Grade exams/papers/projects
- Duplicate materials
- Present new material
- Keep class records
- Proctor exams
- Assign course grades
- Other duties as assigned by faculty
Lower Priority for Continued TA Support

- **International Students**
  - Obtained only a 45 on the SPEAK test.

- **MS students**
  - Have been in the MS program for 2 full years.

- **PhD students with MS elsewhere**
  - Not passed qualifying exam after 2 years.
  - Not passed qualifying+preliminary exams after 3 years.
  - Not completed degree after 5 years.

- **PhD students starting with BS or MS here**
  - Not passed qualifying exam after 3 years.
  - Not passed qualifying+preliminary exams after 4 years.
  - Not completed degree after 6 years.
RA Duties and Responsibilities

- Regular meetings with assigned faculty
- Conduct research in accordance with direction from assigned faculty member
- Hold regular office hours
- Maintain proficiency in assigned technical area
- Make progress on assigned research area
- Other duties as assigned by faculty
Paychecks

- Initial paychecks typically come within four weeks after you initially start work or sign appointment papers.

- All Fellowship Students, Teaching Assistants, Research Assistants, and Student Workers MUST HAVE DIRECT DEPOSIT.
Tuition Waivers

There are three items that are required before tuition waivers are entered:

1. Appointment as a graduate assistant with an appointment code of M9182, M9184, W9185, Z9185, or N9185

2. Full time student registered for at least nine hours of graduate credit. (11 if you are first time student and taking Introduction to Research, 12 if you are an in-state FL resident)

3. Your schedule must be firm by August 26th close of business. (Classes may change but the number of hours must remain the same).

Completed Tuition Waiver Receipt
- Daniel Clawson will send e-mail to grads when they are ready.
- You **must** go to his office (Love 203) and sign your waiver form!
Appointment Codes

- **M9182** – Research Assistant working with a faculty member on a grant within the Department or School of Computational Sciences
- **M9184** – Graduate Teaching Assistant with responsibility for teaching their own class (Levels 3-4)
- **W9185** – Graduate Assistant in Teaching is usually a lab recitation leader or grader. This is most everyone (Level 1-2)
- **Z9185** – System people or webmaster. You know who you are.
What does the Tuition Waiver Pay?

- The tuition waiver does not cover ALL expenses, only tuition. Students are required to pay the “Fee” portion of their waiver.
If you drop courses after the drop-add period, you will be liable to reimburse the school for the tuition waiver for up to 75%.

If you drop courses after the 7th week of class, you will be responsible to reimburse the school for the full cost of tuition waiver.

If at anytime during the term you drop below a full time load you will be liable for 100% of the tuition and your Assistantship will be removed.
Health Insurance Supplement

♦ Students on an assistantship with a tuition waiver are eligible for a health insurance supplement.
♦ Must be a full-time student
♦ The supplement is applied towards the University-Sponsored health insurance plan only.
♦ Visit the websites for the Graduate School (www.gradstudies.fsu.edu) and Thagard Student Health Center (www.tshc.fsu.edu) for detailed information about the supplement and insurance plans available through the University.
Establishing Residency

- Each student who is US citizen and is not a Florida resident must apply for Florida state residency or he/she will have to pay his/her out-of-state tuition next year.

- To get this accomplished you will have to do this before the first day of class for which you have been admitted to Graduate School. Please review the memorandum and complete the form ASAP.

- Please contact the Registrar’s Office or Admissions with questions about residency.
Questions?