The Department of Electrical Engineering & Computer Science

New Graduate Student Orientation
Monday, 17 August 2015

Dr. Jens Gregor
Graduate Program Director
jgregor@utk.edu
MK311
974-4399
Welcome to UTK & EECS

- Departmental overview
- Abbreviated Who’s Who
- MS and PhD requirements
- Assistantship expectations
- Important deadlines
- Helpful on-line resources
- Systers
Faculty and Student Numbers

- Faculty
  - 42 Full-time Professors
  - 5 Professors of Practice/Lectures
  - 9 Adjunct Faculty
  - 23 ORNL Joint Faculty
  - 4 Lectures

- Students
  - 750 Undergraduates
  - 250 MS and PhDs
Degrees Offered

- EECS offers BS, MS and PhD degrees in
  - Electrical Engineering
  - Computer Science
  - Computer Engineering

- EECS offers MS and PhD minor in
  - Computational Science (IGMCS)

- EECS offers graduate certificates in
  - Reliability and Maintainability – EE
  - Fire Protection Engineering – EE
Meet (some of) our Staff

Business Office 401

Ms. Sonja Hill – Business Manager
Ms. Michele Norris – Financial Specialist
Ms. Dana Bryson – Graduate Students
Ms. Kimberly Cox – Front desk, mail, conf rooms & Keys
Ms. Julia Elkins – Undergraduate Students
Ms. Christine Murrell – HR & Visas
Ms. Melanie Kelley – Travel, Payroll & AP
Ms. Linda Robinson – Travel, Reimbursements & AP
Mr. Kevin Bogle – Communication Specialist/Social Media

Lab Staff – Computers and IT MK423
Your Major Professor

- Academic Advisor/Mentor
  - Guides your thesis/dissertation research
  - Keeps track of your academic performance
  - Answers questions about degree program
  - Serves as your graduate committee chair

- Everybody needs one ...
  - If you don’t have one, find one ASAP!
  - Keep Dana Bryson informed of changes
MS Requirements

- 30 credit hours needed for graduation
- Option 1: MS thesis on original research (two semesters, 6 credits, one committee)
- Option 2: MS Project in Lieu of Thesis (one semester, 3 credits, one committee)
- Option 3: Course-work only (0 credits)

Specifics vary by degree program – talk to your advisor and/or see graduate catalog
PhD Requirements

- 24 course credits beyond MS degree plus 24 dissertation credits needed
- Except if BS or MS degree is earned at UT, then 15 course credits and 33 dissertation credits needed beyond the MS degree
- Research proposal to be presented to committee min 6 mths prior to defense
- Specifics vary by degree program – talk to your advisor and/or see graduate catalog
Admission to Candidacy

- Form that lists course work to be counted toward degree.
- Signed by major professor and committee, then by Graduate Program Director.
- Must be filed the semester before the one where graduation is intended.

- See Graduate School webpage for dates and other information regarding graduation
  
  http://gradschool.utk.edu/ddategraduation.shtml
The Graduate School Staff

- **Sylvia Miller**  
  Graduation Specialist (A–K)  
  (865) 974-1346  
  sylvia@utk.edu

- **Julie Harden**  
  Graduation Specialist (L–Z)  
  (865) 974-1347  
  jharden@utk.edu

- **Thesis/Dissertation Consultant**  
  (865) 974-1337  
  thesis@utk.edu
How to Ask For Help

- **Rule 1:** Help yourself. Use on-line resources
  - [http://catalog.utk.edu/](http://catalog.utk.edu/)
  - [http://hilltopics.utk.edu](http://hilltopics.utk.edu)
  - [http://gradschool.utk.edu](http://gradschool.utk.edu)

- **Rule 2:** Ask your advisor. Ask experienced fellow students. Ask Dana Bryson.

- **Rule 3:** When all else fails, contact your friendly Graduate Program Director.
Academic “Do’s and Don’ts”

- Academic performance evaluated annually by your advisor (form filed each spring)
  - Study smart. Work hard. Do well.
  - Make progress toward your degree.

- Academic dishonesty / plagiarism
  - This is not an option. Don’t do it!
  - Can result in termination without degree.
Responsible Conduct of Research

- Mandatory training for all graduate students
- Training to be completed your first semester: [http://research.utk.edu/compliance/rcr-institutional-plan/](http://research.utk.edu/compliance/rcr-institutional-plan/)
- CITI Training (choose RCR option Q3): [http://research.utk.edu/training-workshops/citi/](http://research.utk.edu/training-workshops/citi/)
- Address questions and/or problems accessing the CITI training to the Office of Research: 974-3466.
- Send Dana Bryson a PDF copy of your certificate of completion via email when you are done.
Assistantship Types

- GTA: Graduate Teaching Assistant
  - Help grade, run labs, tutor students
- GRA: Graduate Research Assistant
  - Work on funded research projects
- Renewed annually based on performance and available funding.
Assistantship Value

- Stipend (salary)
- Fee waiver (tuition)
- Basic student health insurance
- Networking opportunities
- Cultivate teaching/research experiences
null
GTA and GRA Expectations

- This is a job. Take it seriously.
- Be on time. Work your hours.
- Deliver what’s asked for when it’s due.
- Be respectful to fellow students.
- Consider taking the Graduate School’s “Best Practices in Teaching Programs for Graduate Assistants Certification”
  - http://gradschool.utk.edu/orientation/teaching.shtml
GTA Requirements

- **OPIc (aka SPEAK Test)**
  - Required if native language not English
  - Take every semester until score is Advanced High
  - Lower score limits the type of student interactions
  - [http://gradschool.utk.edu/speaktest.shtml](http://gradschool.utk.edu/speaktest.shtml)

- Work with professor to prepare for the job
  - Labs, homework, test, office hours etc

- GTAs are evaluated at the end of each semester
Get Social!

- Participate in departmental events like Bazinga!
- Connect with EECS on Facebook and Twitter for important news, photos, videos, and job postings from the department.
  - Facebook: www.facebook.com/eecs.utk
  - Twitter: @EECS_UTK
- Make friends with fellow students. Network.