The Department of Electrical Engineering & Computer Science

New Graduate Student Orientation
Friday August 24, 2018

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Welcome to UTK & EECS

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

- Faculty (Fall 2018)
  - 45 Full-time Professors
  - 5 Professors of Practice/Lectures
  - 29 ORNL Joint Faculty
  - 14 Adjunct Faculty

- Students (Fall 2017)
  - 810 Undergraduates
  - 283 MS and PhDs
Female enrollment: 90 BS, 12 MS, 48 PhD
Underrepr. minorities: 71 BS, 3 MS, 4 PhD
Graduate students: MS 80% PhD 68%
EECS Degrees Offered

- Electrical Engineering: BS, MS, PhD
- Computer Engineering: BS, MS, PhD
- Computer Science: BS, MS, PhD
- CS Minor
- EE Reliability & Maintainability Certificate
- EE Fire Protection Engineering Certificate
- Intercollegiate Graduate Minor in Computational Science: MS, PhD
Meet our Business Office Staff

- Mr. Kevin Bogle – Website, social media
- **Ms. Dana Bryson – Graduate students**
- Ms. Kimberly Cox – Purchasing
- Ms. Susan Cormia – Undergraduate students
- Ms. Sonja Hill – Business manager
- Ms. Amanda Humphrey – Front desk
- Ms. Lori Houser – HR & visas
- Ms. Melanie Kelley – Travel M-Z, payroll
- Ms. Linda Robinson – Financial specialist
- Ms. Tracy Smith – Travel A-L, reimbursement
Meet our Labstaff

- Mr. Randy Bond – Manager
- Mr. Justin Forbes – Staff
- Mr. Wade Jenkins – Staff
- Mr. William Rhodes – Staff
- Mr. Markus Iturriaga Woelfel – Staff

- Mr. Allen McBride – Graduate assistant
- Mr. Michael Cox – Undergraduate assistant
- Mr. John Hirtz – Undergraduate assistant
- Mr. Jacob Rutherford – Undergraduate assistant
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

- Min 30 credit hours
- Option 1: MS Thesis
  24 course credits + 6 x 500
- Option 2: MS Project
  27 course credits + 3 x 501
- Option 3: Courses-Only
  30 course credits, no exam
- Course requirements vary by major – talk to your advisor and/or see graduate catalog
- All MS students need advisor + committee
PhD Requirements

- BS-to-PhD: Min 72 credit hours
  39 course credits + 24 x 600 + 9 either type

- MS-to-PhD: Min 48 credit hours
  24 course credits + 24 x 600 (non-UT background)
  15 course credits + 24 x 600 + 9 either type (UT)

- Course specifics vary by major – talk to your advisor and/or see graduate catalog

- Continuous enrollment in 600 enforced!

- All PhD students need advisor + committee
Concurrent MS for Direct PhD

- 30 credit hours
- Option 1: MS Thesis
  24 course credits + 6 x 500
- Option 2: MS Project
  27 course credits + 3 x 501
- Option 3: Courses-Only
  30 course credits, no exam

Course requirements vary by major – talk to your advisor and/or see graduate catalog

All options require advisor + committee
ECE PhD Qualifier

- Critical literature review
- Presented to committee
- Done during first year

CS MS/PhD Core Courses

- CS530, CS560 + CS580 or CS581
- MS: Grades of C or better required
- PhD: Grades of B or better required
Min. GPA / Repeating a Course

- Graduate students must maintain 3.0 GPA
- Low GPA results in academic probation (followed by termination if not corrected)
- Only failed courses (D/F) may be repeated
- Max one repeat per course, max two total
- Graduate School petition required (filed by student and advisor, not department)
- All grades remain on transcript and count toward GPA – may impact assistantships
MS Admission to Candidacy

- Form that lists all credits to be counted toward degree (courses + thesis/project)
- Signed first by advisor and committee, then by Director of Graduate Studies
- 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/graduation/](http://gradschool.utk.edu/graduation/)
PhD Admission to Candidacy

- Form that lists all credits to be counted toward degree (courses + dissertation)
- Signed first by advisor and committee, then by Director of Graduate Studies
- Filed following research proposal defense
- 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/graduation/](http://gradschool.utk.edu/graduation/)
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 using:
  - [http://www.eecs.utk.edu/academics/graduate/](http://www.eecs.utk.edu/academics/graduate/)
  - [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 Director of Graduate Studies
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/
- CITI Training (choose RCR option Q3): 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.
GTA Requirements

- OPIc (aka SPEAK Test)
  - Required if native language not English
  - Repeat test until score is Advanced High
  - Lower score limits type of student interactions

- Work with instructor to prepare
  - Labs, homework, test, office hours etc

- Must register for 6-11 hrs per semester

- GTAs are evaluated each semester
GRA Requirements

- Work with project leader to
  - Deliver research results, publish papers
- Must register for 6-11 hrs per semester
- GRAs are evaluated each semester
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.

- Graduate School offers “Best Practices in Teaching Programs for Graduate Assistants Certification”
  - http://gradschool.utk.edu/orientation/teaching.shtml
Student Organizations

- ACM: CS student chapter
- IEEE: ECE student chapter
- Systers: Women in EECS @ UTK
- HackUTK: Computer and network security
- UTKML: Machine learning
- UTARC: Amateur radio club
Get Social!

- Look out for departmental events
- Connect with EECS on Facebook, Twitter for news, photos, videos, job postings, etc.
  - Facebook: www.facebook.com/eecs.utk
  - Twitter: @EECS_UTK