The Department of Electrical Engineering & Computer Science

New Graduate Student Orientation
Monday August 19, 2019

Dr. Jens Gregor
Director of Graduate Studies
Associate Department Head
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
- Student organizations
EECS Degrees Offered

- Electrical Engineering: BS, MS, PhD
- Computer Engineering: BS, MS, PhD
- Computer Science: BS, MS, PhD
- CS Minor (not available to CpE students)
- EE Reliability & Maintainability Certificate
- EE Fire Protection Engineering Certificate
- Intercollegiate Graduate Minor in Computational Science: MS, PhD
# Faculty and Student Numbers

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<tr>
<th>Professors</th>
<th>Assoc. Prof.</th>
<th>Asst. Prof.</th>
<th>Lectures</th>
<th>Total</th>
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## Fall 2018 overall student enrollment

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## Fall 2019 new graduate students

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<tr>
<td>PhD</td>
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Business Office Staff: MK401

- Mr. Kevin Bogle – Website, social media
- Ms. Julia Elkins – Graduate students
- Ms. Kimberly Cox – Purchasing
- Ms. Susan Cormia – Undergraduate students
- Mr. Brandon Herriage – 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
IT Staff: MK423

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

- Graduate assistants
- Undergraduate assistants
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 must have one ...**
  - If you don’t have one, find one (ASAP!)
  - Dr Gregor only meant as place holder
  - Keep Julia Elkins 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 students)
  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
Request for Concurrent Master’s Degree

Name: ____________________________ First: ____________________________ Middle: ____________________________

Student ID #: ____________________________ Email: ____________________________ NetID: ____________________________

Major: ____________________________ Concentration (if applicable): ____________________________

Term to Begin Concurrent Master's: ____________________________

For International Students

VISA: ☐ Yes ☐ No  Type of Visa: ____________________________ CIE Approval: ____________________________

Additional Information (if necessary):

Submitted By: ____________________________ Date: __________

Toping name above implies eligibility for this program and all information provided is true.

Director of Graduate Studies (PhD)

☐ I acknowledge and endorse this request for concurrent master's degree for the above mentioned student. All the information provided in this form by the student is true to the best of my knowledge.

Director of Graduate Studies: ____________________________ Date: __________

Department: ____________________________

Director of Graduate Studies (Master’s)

☐ I acknowledge and endorse this request for concurrent master’s degree for the above mentioned student. All the information provided in this form by the student is true to the best of my knowledge.

Director of Graduate Studies: ____________________________ Date: __________

Department: ____________________________

Please be certain to follow instructions on delivering this form to the Graduate School.  Revised 02/2019
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
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
Paid Internships

- Domestic students: Any time, any where
- International students: Need CIE approval
  - Curricular Practical Training (CS/ECE 592)
  - Optional Practical Training (no course credit)

COSC 592 - Off-campus Study

1 Credit Hours

Repeatability: May be repeated. Maximum 6 hours.
Credit Level Restriction: Graduate credit only.
Registration Restriction(s): Minimum student level – graduate.

- PhD: 600 Continuous Enrollment Exemption
600 Continuous Enrollment Exemption

Name:  

Student ID #:  
Email:  

List the dates of the Internship/Practicum:  

Description of Internship/Practicum:  

Justification for Exemption:  

For International Students  

☐ I have checked with CIE to ensure that I am in compliance with my visa.  

☐ A letter from the internship or practicum site/supervisor accompanies this form.  

Printed Name (Student)  
Signature (Student)  
Date  

Printed Name (Advisor)  
Signature (Advisor)  
Date  

Printed Name (Director of Graduate Studies/Dept. Head)  
Signature (Director of Graduate Studies/Dept. Head)  
Date  

To be completed by the graduate school  

Dean of the Graduate School Signature  
Approved  
Denied  

Please be certain to follow instructions on delivering this signed form to the Graduate School.  

Revised 5/16
MS Admission to Candidacy

- Form that lists all credits to be counted toward degree (courses + thesis/project)
  http://gradschool.utk.edu/forms-central/
- Signed 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/
Admission to Candidacy
Masters or Specialist Degree

Name: ___________________________  ___________________________  ___________________________

Student ID #: ___________________________

Email: ___________________________

Major: ___________________________

Degree: ___________________________

Concentration: ___________________________

Choose One:
- Thesis
- Course Only w/Comp. Exam
- Project
- Course Only w/o Comp. Exam
- Thesis
- Course Only w/Comp. Exam
- Project
- Course Only w/o Comp. Exam

Campus (Choose One):
- Knoxville (on-campus)
- Distance Education (online only)
- Nashville
- UTSI

Student Signature: ___________________________

In chronological order, list only graduate level courses that count towards the degree

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Revised 11/2018
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<td>Director of Graduate Studies</td>
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Revised 11/2018
PhD Admission to Candidacy

- Form that lists all credits to be counted toward degree (courses + dissertation)
  http://gradschool.utk.edu/forms-central/
- Signed 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/
Admission to Candidacy
Doctoral Degree

Name: 

Student ID #: ____________________________

Email: ________________________________

Major: ________________________________

Degree: ________________________________

Concentration: __________________________

Campus (Choose One): ○ Knoxville (on-campus) ○ Distance Education (online only) ○ Nashville ○ UTSI

To be Completed by the Graduate School

Date Admitted ____________________________ Term for Degree ____________________________

Met Residence Requirements? ○ Yes ○ No

Dean of the Graduate School ____________________________

Student Signature ____________________________ Date ____________________________

Residence Requirement

Residence is defined as a minimum of two consecutive semesters of full-time (9 hours) enrollment or three consecutive semesters of part-time (6 hours) enrollment. Individual programs may have additional residence requirements.

List the two terms of full-time enrollment or three terms of part-time enrollment used to meet the residence requirement:

Term ____________________________ Term ____________________________ Term ____________________________

Examination Requirements

Comprehensive Examination Passed: ____________________________ Date ____________________________

If required, Doctoral Language Examination in ____________________________ was passed on ____________________________ Date ____________________________

At this time, the Graduate School cannot accept electronic signatures; please print and sign legibly in black ink. Revised 05/2019
List all graduate courses to be counted toward the doctoral degree in chronological order of courses taken. Must include a minimum of six (6) hours of 600-level courses and 24 hours of 600 dissertation, taken at the University of Tennessee. If using Master's degree coursework to meet part of the 48 hour requirement, list those courses on next page.

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<th>Year/Term</th>
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Student Name: ___________________________ ID: _______________

At this time, the Graduate School cannot accept electronic signatures; please print and sign legibly in black ink. Revised 05/2019
List Coursework from Master’s degree to fulfill part of requirement for doctoral degree.

Master’s Institution Name: ___________________________  Date Awarded: _______________

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<th>Year/Term</th>
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Committee Approval and Endorsement

We certify that the above program, when successfully completed, meets all coursework requirements for this degree. We also certify that all University regulations regarding research compliances (use of human subjects, animal care, radiation, legend drugs, recombinant DNA, or handling of hazardous materials) have been appropriately approved prior to the initiation of the research if approval is relevant to the applicant’s research.

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<th>Print Name</th>
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<td>Director of Graduate Studies</td>
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</table>
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 Julia Elkins.

- **Rule 3:** When all else fails, contact your friendly Director of Graduate Studies
GTA Requirements

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