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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<td>MS</td>
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<td>PhD</td>
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<td>33</td>
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### Fall 2019 new graduate students

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<td>MS</td>
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<tr>
<td>PhD</td>
<td>27</td>
<td>3</td>
<td>17</td>
<td>47</td>
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Business Office Staff: MK401

- Mr. Kevin Bogle – Website, social media
- Ms. Janie Fielden – 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 Janie Fielden 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**
MS Requirements

- Max 10 hours of 4XX (grad catalog only)
- Min 20 hours of 5XX/6XX incl 500/501

- Thesis: Plagiarism check by iThenticate

- Committee: EECS advisor + 2 TT faculty (one member from minor if applicable)
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
PhD Requirements

- BS: Max 12 hours of 4XX (grad catalog only)
- MS: Max 6 hours of 4XX (grad catalog only)
- Min 6 hours of 6XX excl 600 (dissertation)

- Comprehensive exam: Research proposal
- Dissertation: Plagiarism check by iThenticate

- Committee: EECS advisor + min 2 TT faculty + 1 external member (other academic unit)
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: ____________________________  Last  First  Middle

Student ID #: __________________________  Email: __________________________  NetID: __________________________

Major: __________________________  Concentration (if applicable): __________________________  for concurrent master’s

Term to Begin Concurrent Master’s: __________________________

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

For International Students

VISA:  [ ] Yes  [ ] No  Type of Visa: __________________________  CIE Approval: __________________________

Additional Information (if necessary):

Submitted By: __________________________  Date: __________________________

Typing 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)

- 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)
- 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/](http://gradschool.utk.edu/graduation/)
# Admission to Candidacy

## Masters or Specialist Degree

**Name:**

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<th>Last</th>
<th>First</th>
<th>Middle</th>
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**Student ID #:** ____________________________

**Email:** ____________________________

**Major:** ____________________________

**Degree:** ____________________________

**Concentration:** ____________________________

**Choose One:**

- [ ] Thesis
- [ ] Project
- [x] Course Only w/ Comp. Exam
- [ ] 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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<th>Year/Term</th>
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At this time, the Graduate School cannot accept electronic signatures; please print and sign legibly.

*Revised 11/2018*
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| Minor: |

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| Transfer Credit |
| Name of Institution: |

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| Committee Signatures |

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Revised 11/2018
PhD Admission to Candidacy

- Form that lists all credits to be counted toward degree (courses + dissertation)  

- 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/](http://gradschool.utk.edu/graduation/)
Admission to Candidacy
Doctoral Degree

Name: Last __________ First __________ Middle __________

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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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.

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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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<tr>
<th>Print Name</th>
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Revised 05/2019
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 Janie Fielden.

- **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](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