The Department of
Electrical Engineering & Computer Science

New Graduate Student Orientation
Monday August 16, 2021

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)
- AI & ML Graduate Certificate
- Fire Protection Engineering Certificate
- Power and Energy Systems 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>
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### Fall 2020 overall student enrollment

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<td>MS</td>
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<td>PhD</td>
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### Fall 2021 new graduate students

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Business Office Staff: MK401

- Ms. Amanda Humphrey – Front desk
- Ms. Jane Fielden – Graduate students
- Ms. Lori Houser – HR & visas

- Ms. Erika Adams – Business manager
- Ms. Susan Cormia – Undergraduate students
- Ms. Tracy Smith – Travel A-L, reimbursement
- Ms. Melanie Kelley – Travel M-Z, payroll
- Ms. Linda Robinson – Financial specialist
IT Staff: MK423 (MK416 walk-in)

- Mr. Randy Bond – Manager
- Mr. Justin Forbes – Staff
- Mr. Joe Jones – Staff
- Mr. Drew Schneider – 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 this fall
  - Dr Gregor only meant as place holder
  - Keep Jane 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)
- Residence: 6+6+6 or 9+9 back-to-back load
- Comprehensive exam: Research proposal
- Continuous enrollment: 600 (dissertation)
- 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): ___________________________

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 02/2021
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
- To be completed first year

CS MS/PhD Core Courses

- CS530 + CS540|561|562 + CS580|581
- 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 CGE 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: ______________________________ First ______________________________ Middle ______________________________

Student ID #: ______________________________ Email: ______________________________

List the dates of the Internship/Practicum

Description of Internship/Practicum

⚠️ Internship cannot be directly related to dissertation

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.

This is now an online form

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 before graduating semester
- 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: ________________________________

Student ID #: __________________________

Email: ________________________________

Major: ________________________________

Degree: ________________________________

Concentration: __________________________

Choose One:  
- Thesis  
- Project  
- 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: __________________________________________________________________________

Jens Gregor

Digitally signed by Jens Gregor  
Date: 2021.08.10 08:51:45 -04'00'

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

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To be Completed by the Graduate School

Date Admitted: ____________  
Term for Degree: ____________  
Dean of the Graduate School: ____________

Submit all forms to:  
The Graduate School  
111 Student Services Bldg.  
Knoxville, TN 37996-0211

Revised 05/2021
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**Minor:**

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**Transfer Credit**

Name of Institution: ________________

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**Committee Signatures**

Name: ________________

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<th>Print Name</th>
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<td>Director of Graduate Studies</td>
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</table>
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 before graduating semester
- 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

Jens Gregor

Digitally signed by Jens Gregor
Date: 2021.08.10 08:52:03 -04'00'

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:

<table>
<thead>
<tr>
<th>Term</th>
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Examination Requirements

Comprehensive Examination Passed: Date

If required, Doctoral Language Examination in ____________ was passed on Date
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, Knoxville. 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: ______________
List coursework from master’s degree to fulfill part of requirement for doctoral degree.

**Master’s Institution Name:** _____________________________  **Date Awarded:** __________

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**If you are pursuing a minor at UT,** list coursework from your minor to fulfill part of requirement for doctoral degree.

**Minor:** ____________________________________________

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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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<td>Director of Graduate Studies</td>
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The Graduate School Staff

- Jennifer Rawdon
  Graduation Specialist (A–K)
  (865) 974-1346
  jrawdon@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://catalog.utk.edu/
  - http://hilltopics.utk.edu
  - http://gradschool.utk.edu


- 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
  - Note: Was done online Aug 2-13, 2021

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

- Must register for 6-11 hours per semester

- GTAs are evaluated each semester
GRA Requirements

- Work with advisor/project leader to
  - Deliver research results, publish papers
- Must register for 6-11 hours 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: Cybersecurity
- UTKML: Machine learning
- UTARC: Amateur radio club
Get Social! – At a Distance

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