Welcome to EECS

- Departmental overview
- Abbreviated Who’s Who
- MS and PhD requirements
- Important deadlines
- Assistantship expectations
- 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 CS/CpE)
- 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

### Professors

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<thead>
<tr>
<th>Professors</th>
<th>Assoc. Prof.</th>
<th>Asst. Prof.</th>
<th>Lectures</th>
<th>Total</th>
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<td>24</td>
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### Fall 2022 overall student enrollment

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<td>BS</td>
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<td>616</td>
<td>988</td>
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<tr>
<td>MS</td>
<td>17</td>
<td>11</td>
<td>48</td>
<td>76</td>
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<tr>
<td>PhD</td>
<td>50</td>
<td>9</td>
<td>33</td>
<td>92</td>
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### Fall 2022 new graduate students

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<tr>
<td>MS</td>
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<td>9</td>
<td>21</td>
<td>40</td>
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<tr>
<td>PhD</td>
<td>11</td>
<td>5</td>
<td>3</td>
<td>19</td>
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</tbody>
</table>
Business Office Staff: MK401

- Ms. Angie Chance – Front desk
- Ms. Jane Fielden – Graduate students
- Ms. Lori Houser – HR & visas
- Ms. Erika Adams – Business manager
- Ms. Tracy Smith – Travel A-L, reimbursement
- Ms. Melanie Kelley – Travel M-Z, payroll
- Ms. Amanda Humphrey – Purchasing
- Plus many others you likely won’t meet

IT Staff: MK423

- Mr. Justin Forbes
- Mr. Joe Jones
- Mr. Matthew Luc
- Mr. Drew Schneider
- Mr. Markus Iturriaga Woelfel

- 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: Course-Only
  30 course credits, no exam

- Course requirements vary by major – talk to your advisor and/or see graduate catalog
- All MS students need an academic advisor
MS Requirements

- Max 10 hours of 4XX (grad catalog only)
- Min 20 hours of 5XX/6XX incl 500/501
- Thesis: iThenticate plagiarism check
- Thesis+Project: EECS advisor + 2 TT faculty (one member from minor if applicable)
- Course-only: EECS advisor (no final exam)

MS Admission to Candidacy

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

Name: __________________________
Student ID #: __________________________
Email: __________________________
Major: __________________________
Degree: __________________________
Concentration: __________________________
Campus Choice: __________________________
Student Email: __________________________

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

<table>
<thead>
<tr>
<th>Year/Term</th>
<th>Course Name Prefix</th>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
</table>

To be Completed by the Graduate School

Congratulations,

[Signature]

Date: [Date]

Thesis and project have committee, course-only does not

Committee Signatures

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Department</th>
</tr>
</thead>
</table>

⚠️ You must use Adobe Acrobat when signing – same goes for your advisor and committee members

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

Revised 05/2022
**MS Timeline**

- Identify academic advisor
- Take courses / CS core courses
- Thesis (500) / Project (501) *
- Form committee *
- File admission to candidacy
- Defend thesis / project *

* Does not apply to course-only

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**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
  - 15 course credits + 24 x 600 + 9 either type (UT)
  - 24 course credits + 24 x 600 (non-UT students)
- Course specifics vary by major – talk to your advisor and/or see graduate catalog
- Continuous enrollment in 600 enforced!
- **All PhD students need an academic advisor**
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: consecutive 6+6+6 or 9+9 credits
- Comprehensive exam: Research proposal
- Continuous enrollment: 600 (dissertation)
- Dissertation: iThenticate plagiarism check
- Committee: EECS advisor + min 2 faculty + 1 external member (outside EECS)

ECE PhD Qualifier

- Critical literature review
- Presented to committee
- Should be done in Year 1

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
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
- Same as regular MS degree

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

- PhD: 600 Continuous Enrollment Exemption

### 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.

### 600 Continuous Enrollment Exemption

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<tr>
<th>Name</th>
<th>First</th>
<th>Middle</th>
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</thead>
<tbody>
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<td>Email</td>
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</table>

List the dates of the internship/practicum:

**Description of Internship/Practicum**

**Internship cannot produce content for dissertation**

<table>
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<th>For International Students</th>
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<tr>
<td>I have checked with CGE to ensure that I am in compliance with my visa.</td>
</tr>
</tbody>
</table>

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

**To be completed by the graduate school**

**Printed Name (Advisor)**

**Signature (Advisor)**

**Date**

This is now an online form
# PhD Admission to Candidacy

- Form that lists all credits to be counted toward degree (courses + dissertation)
  [gradschool.utk.edu/forms-central/](gradschool.utk.edu/forms-central/)
- 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
  [gradschool.utk.edu/graduation/](gradschool.utk.edu/graduation/)

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## Admission to Candidacy

**Doctoral Degree**

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<th>Note</th>
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<tbody>
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<td>Student ID #</td>
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<td>Email</td>
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<td>Major</td>
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<td>Degree</td>
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<td>Concentration</td>
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<td>Campus (Choose One)</td>
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<td>Distance Education (online only)</td>
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**Jens Gregor**

Student Signature

**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**

<table>
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<th>Comprehensive Examination Passed</th>
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<td>If required, Doctoral Language Examination in</td>
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<td>Language</td>
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<td>was passed on</td>
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Digital signature: "Jens Gregor"

Date: 2021.08.10 08:52:03 -04'00'
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.

<table>
<thead>
<tr>
<th>Year/Term</th>
<th>Course Name Prefix</th>
<th>Course #</th>
<th>Course Title</th>
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Student Name: ___________________________  ID: ___________________________

List coursework from master's degree to fulfill part of requirement for doctoral degree.

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<th>Year/Term</th>
<th>Course Name Prefix</th>
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Master's Institution Name: ___________________________  Date Awarded: ___________________________

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

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<thead>
<tr>
<th>Year/Term</th>
<th>Course Name Prefix</th>
<th>Course #</th>
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Minor: ___________________________

Student Name: ___________________________  ID: ___________________________

List coursework from master's degree to fulfill part of requirement for doctoral degree.

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<tr>
<th>Year/Term</th>
<th>Course Name Prefix</th>
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Master's Institution Name: ___________________________  Date Awarded: ___________________________

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

<table>
<thead>
<tr>
<th>Year/Term</th>
<th>Course Name Prefix</th>
<th>Course #</th>
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Committee Approval and Endorsement

We certify that the above program meets all coursework requirements for the degree. We also certify that all university regulations regarding research (use of human subjects, animal care, research with hazardous materials, etc.) have been appropriately approved prior to the initiation of the research project in relation to the university's research policy.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Graduate Studies</td>
<td></td>
<td></td>
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<tr>
<td>Chairperson</td>
<td></td>
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<td>Committee Member</td>
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</table>

⚠️ You must use Adobe Acrobat when signing – same goes for your advisor and committee members

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PhD Timeline

- Identify academic advisor
- Take courses / CS core courses
- ECE students: Take qualifier
- Start research (600)
- Form committee
- Comprehensive exam
- File admission to candidacy
- Defend dissertation
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

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 ...
  - www.eecs.utk.edu/graduate/
  - www.eecs.utk.edu/graduate/handbook
  - catalog.utk.edu (acad. policy, courses)
  - gradschool.utk.edu (procedures, forms)
  - hilltopics.utk.edu (student handbook)


- 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 July 23-Aug 10, 2022

- 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](http://gradschool.utk.edu/orientation/teaching.shtml)
Student Organizations

- ACM: CS student chapter
- IEEE: ECE student chapter
- Systers: Women in EECS
- HackUTK: Cybersecurity
- UTKML: Machine learning
- UTARC: Amateur radio club
- Eta Kappa Nu: Engr honor society
- Tau Beta Pi: Engr honor society

Get Social!

- 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