The Department of
Electrical Engineering & Computer Science

New Graduate Student Orientation
Monday August 21, 2023

Dr. Jens Gregor
Director of Graduate Studies
Associate Department Head
jgregor@utk.edu
MK311
865-974-4399
Welcome to EECS

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

- Check yourself off the list
- Add name is not found
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
- 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>
<th>Total</th>
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### Fall 2023 overall student enrollment

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<td>MS</td>
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<td>PhD</td>
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### Fall 2023 new graduate students

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

- Ms. Angie Chance – Front desk
- Ms. Jane Fielden – Graduate students
- Ms. Lori Houser – HR & visas
- Ms. Erika Adams – Sr. Business manager
- Ms. Tracy Smith – Travel A-L, reimbursement
- Ms. Melanie Kelley – Travel M-Z, payroll
- Plus many others you likely won’t meet
IT Staff: MK423

- Mr. Joe Jones
- Mr. Matthew Luc
- Mr. Ryan Smiley
- 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/](http://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/](http://gradschool.utk.edu/graduation/)
Admission to Candidacy
Masters or Specialist Degree

Name: 
  Last  First  Middle

Student ID #: 

Email: 

Major: 

Degree: 

Concentration: 

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

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

Student Signature: 

To be Completed by the Graduate School

Date Admitted

Term for Degree

Dean of the Graduate School

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

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<th>Year/Term</th>
<th>Course Name Prefix</th>
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⚠ You must use Adobe Acrobat when signing – same goes for your advisor and committee members

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<th>Committee Signatures</th>
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<td>Chairperson</td>
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<td>Committee Member</td>
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<td>Director of Graduate Studies</td>
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*Thesis and project have committee Course-only does not (different form)*
MS Timeline

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

* Does not apply to course-only
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 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 completed 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
- Should be completed in Year 1
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 advisor and/or see graduate catalog
- Same as regular MS degree
Request for Concurrent Master’s Degree

Name: ________________________________  First ________________________________  Middle ________________________________

Student ID #: __________________________  Email: ________________________________  NetID: __________________________

Major: ________________________________  Concentration (if applicable): ________________________________  NetID: __________________________

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
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:**
  - Last  
  - First  
  - Middle
- **Student ID #:**
- **Email:**

**List the dates of the Internship/Practicum**

**Description of Internship/Practicum**

- **Internship cannot produce content for 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.
PhD Admission to Candidacy

- Form that lists all credits to be counted toward degree (courses + dissertation)
  [gradschool.utk.edu/forms-central/](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 before graduating semester
- See Graduate School webpage for dates and other information regarding graduation
  [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

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:

⚠ 18 credit hours in 2 or 3 back-to-back semesters

Examination Requirements

Comprehensive Examination Passed: ___________________________ Date ____________

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

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

Revised 05/2021
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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PhD credit hours
List coursework from master’s degree to fulfill part of requirement for doctoral degree.

Master's Institution Name: ___________________________ Date Awarded: ____________

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**MS credit hours**

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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<th>Year/Term</th>
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Revised 05/2021
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>
<th>Signature</th>
<th>Department</th>
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<td>Chairperson</td>
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⚠️ You must use Adobe Acrobat when signing – same goes for your advisor and committee members

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–G)
  (865) 974-1346
  mgmartin@utk.edu

- Julie Harden
  Graduation Specialist (H–Z)
  (865) 974-1347
  jharden@utk.edu

- Thesis/Dissertation Consultant
  (865) 974-2475
  thesis@utk.edu
How to Ask For Help

- **Rule 1:** Help yourself ...
  - [www.eecs.utk.edu/graduate/](http://www.eecs.utk.edu/graduate/)
  - [www.eecs.utk.edu/graduate/handbook](http://www.eecs.utk.edu/graduate/handbook)
  - [catalog.utk.edu](http://catalog.utk.edu) (acad. policy, courses)
  - [gradschool.utk.edu](http://gradschool.utk.edu) (procedures, forms)
  - [hilltopics.utk.edu](http://hilltopics.utk.edu) (student handbook)

- **Rule 2:** Ask your advisor. Ask experienced fellow students. Ask Jane 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
  - Note: Done Aug 18, 2023

- **New GTA orientation by Graduate School**
  - Note: Done Aug 17, 2023
GTA Requirements

- Work with instructor
  - Run labs, grade homework, hold office hours
- Must take min 6-11 hours per semester
- GTAs are evaluated each semester
GRA Requirements

- Work with advisor/project leader to
  - Deliver research results, publish papers
- Must take min 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