



ECE 6800 GRADUATE COLLOQUIUM

ECE Graduate Policies and Guidelines

August 29, 2017



TRICIA BRANDENBURG

Graduate Program Coordinator

Worked at the front desk until June of this year.

Been with the ECE Department for 13 years.

Worked at Utah State University for 25 years.

Got Bachelor of Science Degree from Utah State University in 1997.

Enjoy working with students and getting to know them.

GENERAL INFORMATION

Contact me before going to the Graduate School. I can usually answer the question you have.

Not going to have office hours unless necessary.

Don't bother the person at the front desk, they probably don't know the answer to the question you have.

Make sure that I have the email address that you check regularly. Please don't ignore emails.

Go into Banner and update your mailing address to the address you are currently living at.

NO personal mail should be directed to the ECE Department.



OFFICE SPACE

Office space is available for all graduate students.

Open area for desk assignments is in ENLAB 220. Please see Levi (or front desk person) to be assigned to one of these desks.

If you are a Research Assistant on a research project, your faculty supervisor should email Levi (or front desk person) and request specific office space.

All Building Access needs to go through Levi (or front desk person). You can NOT request access to anything, it needs to be done by your major professor.

ETHICAL MATTERS

Do NOT cheat!

Do NOT get involved with pornography – USU and the ECE Department have a strict policy regarding this!

Failure to act professionally may lead to a decrease in a course grade, failure in a course, loss of your tuition award, or termination from the program.





PLAGIARISM

It is generally against the rules to hand in work that is only copied from other sources.

ANY material taken word-for-word from another source must be placed in quotation marks or a block quote and **MUST** be referenced.

Other material, which you summarize in your own word, **MUST** be referenced.

It is absolutely against the rules to download material from the web or copy material directly from articles and hand it in as your own work without reference.

ECE FOCUS AREAS

Computer Engineering

Control Systems

EM/Microwave

Electrical Power/Energy

Signals/Communications

Space Systems





ECE GRADUATE PROGRAMS

Master of Engineering (ME)

Specializations in Computer Engineering or Electrical Engineering

Master of Science (MS)

Computer Engineering or Electrical Engineering

Doctor of Philosophy (PhD)

Electrical Engineering

FORMS

Supervisory Committee Form

One faculty member has been assigned as your temporary advisory until you choose your supervisory committee.

ME – Dr. Don Cripps (don't need a form)

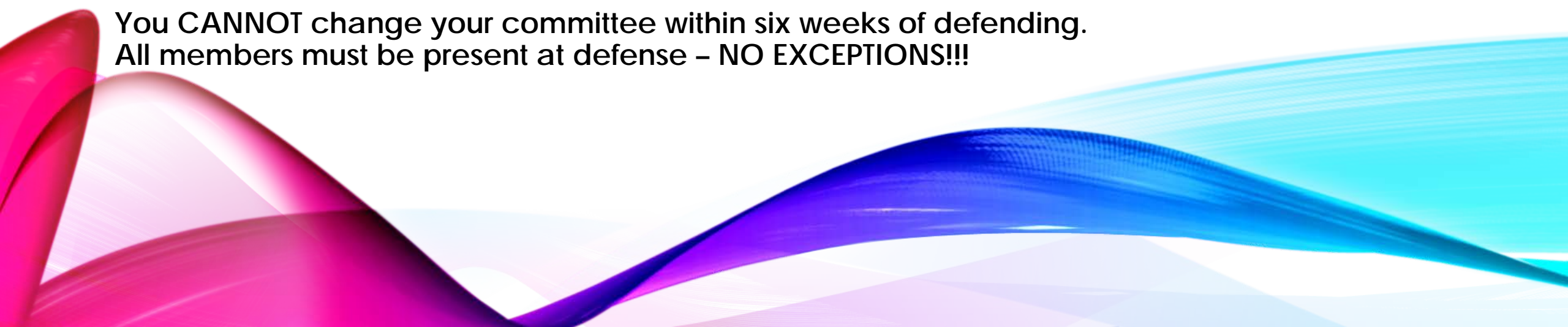
MS – 3 committee members; chair from ECE Department, one from outside your focus area

PhD – 5 committee members; chair from ECE Department, one member outside ECE Department (all members have to have PhD)

Due at the end of the first semester or by the Employment Form deadline – November 21st.

You **CANNOT** change your committee within six weeks of defending.

All members must be present at defense – **NO EXCEPTIONS!!!**



FORMS

Program of Study

Program of Study includes the Departmental Check Sheet and a Program of Study Signature Page.

Due at the end of the first semester or by the Employment Form deadline – November 21st.

Changes to the Program of Study require a revision form signed by your entire committee.



FORMS

General Information

All forms must be sent to Tricia. If approved, she will send them for signatures or to the Graduate School.



MS THESIS/PROJECT PROPOSAL

No formal defense is required.

Must have a signed title page by the student's committee.

Must include a literature review.

Usually does not need to be longer than 3-5 pages (excluding title page and literature review).

Once submitted, an additional form (Masters Thesis/Project Approval Form) will be sent out.

Due at the end of your SECOND semester.

WILL NOT BE ACCEPTED THE SAME SEMESTER YOU DEFEND!

GPA

Only C or better grades may count toward your graduate degree and should be listed on your Program of Study.

Graduate cumulative GPA must be at or above a 3.0 (B average).

If your GPA falls below 3.0, you are on probation starting that semester.

If your GPA is below 3.0 the next semester, you will be terminated from the program.



INCOMPLETE GRADES

ECE 6950 (Design Project) is given an “IF” until you successfully defend. You have 12 months to make up an IF before it automatically turns to an F.

All Thesis/Dissertation Research credits will remain an “I” until you successfully defend.

Degree will not be closed out with any Incomplete Grades.

REGISTRATION

If you are on a Graduate Assistantship
and are working 10 hours/week, you must be registered for at
at least NINE credits to be a full-time student.

and are working 20 hours/week, you can be registered for a minimum
of SIX credits to be a full-time student.

International students must be registered full time to keep legal status. You
must file a Reduced Work Load Form with the Office of Global Engagement.



INDEPENDENT STUDY COURSES

All 5930, 6930, and 7930 Independent Study are classes that are NOT taught in a formal classroom and are supervised one-on-one by a faculty member.

Must be on approved Program of Study.

This course must have PRIOR approval.

You must fill out a department application signed by yourself, the instructor, and your committee. It must then have the approval of the department head. All of these signatures will be done through DocuSign. Must have attached syllabus.

Do NOT register for the wrong section.

If there is no application, there will be NO GRADE!

Only ONE course of Independent Study can count toward any degree.

SPECIAL TOPICS COURSES

All 5930, 6930, and 7930 Special Topics courses are “taught on demand” or “taught on a one-time basis” in the classroom.

They may eventually become part of the ECE curriculum.

Do NOT register for the wrong section.

Only two of these are generally allowed in your degree.



INTERNSHIP OR CPT (International Students)

Only one credit will count toward the MS or PhD degrees.

Three credits will count towards the ME degree.

Must complete application prior to internship.

Must be listed on your Program of Study.

International Students must follow registration rules of Office of Global Engagement.

TUITION WAIVERS/AWARDS

If you are an MS-A or PhD student and have a 20-hour per week graduate assistantship, you will qualify for a nonresident tuition waiver as long as you are employed for the entire semester (from Day 1).

If you are a PhD student and have a 20-hour per week graduate assistantship, you may qualify for an instate tuition award as long as you are employed for the entire semester (from Day 1).



TUITION WAIVERS/AWARDS

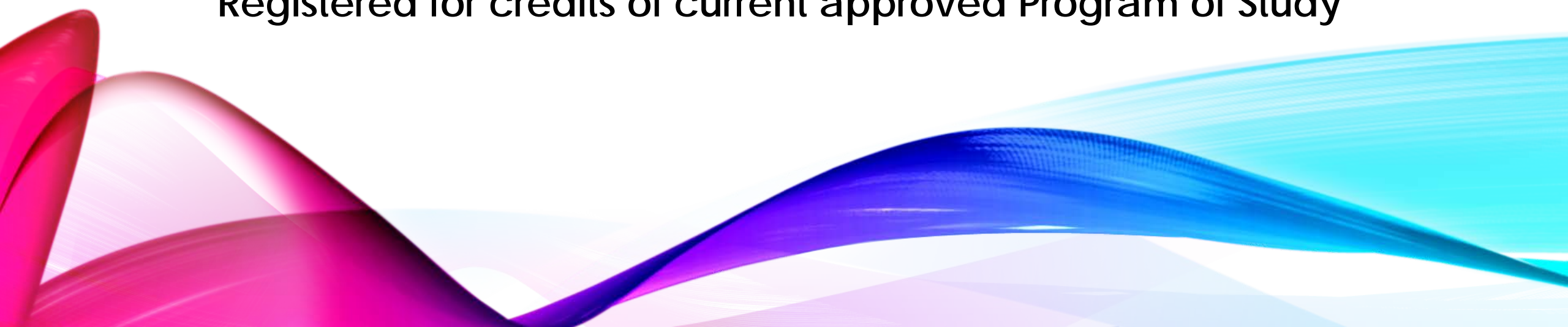
To qualify you must do the following with NO exceptions:

Meet USU and ECE deadlines.

Employment Verification Form

Current approved Program of Study

Registered for credits of current approved Program of Study



TIME CARDS

ALL employed graduate students who intend on receiving a payment **MUST** complete a time sheet each month.

Time cards are due the 20th of each month.

Blank time cards are available in the ECE main office. Return to the green folder located by the time cards.

If you are assigned to more than one professor, each must sign your time card.

GRADUATE INSURANCE

Must be on a Graduate Assistantship

Will cover August 14, 2017 – August 13, 2018

\$152 student premium in the Fall and \$248 in the Spring

\$1652 – department/faculty premium

You **MUST** enroll or waive each semester



IMPORTANT ITEMS

Please see me as soon as possible if....

You have ANY questions regarding degree requirements or deadlines.

You are planning to change your degree from MS-A to MS-B.

You are planning to change from an MS to ME or an ME to MS.

ALL paperwork is submitted to me, NOT THE GRADUATE SCHOOL.

IMPORTANT ITEMS

YOU are responsible to check with the department regularly.

We CANNOT and WILL NOT keep track of everything.

It is your responsibility to learn the rules and follow through.

When in doubt, check with me.

Think ahead. Get things turned in one to two weeks before deadlines to avoid delays. Expect delays and problems.

There is only one of me! I won't be able to make the deadlines if everyone brings an emergency in to me at the same time. Paperwork is processed in the order it is received.

YOU CANNOT AVOID THE PAPERWORK!!!