ECE 6800 Graduate Colloquium

ECE Graduate Policies and Guidelines

October 7, 2014
ECE Graduate Program

- Mary Lee Anderson
  Graduate Advisor and Program Coordinator
Office Hours

- Advising Office Hours for Fall 2014 Semester
  - M W F – 9:00 – 11:30 a.m.
  - T R – 1:00 – 3:00 p.m.
- If you cannot make those hours, email me for an appointment.
- Unless you have been informed that Tricia or our student worker will have the information you need, please do not bother them!
Office Space

- Office space is available for all graduate students.
- Open area for desk assignments is in EL 107.
- If you are an RA on a research project, your faculty supervisor should email Mary Lee and request specific office space.
Check the Graduate Bulletin Board for Notices.

NO personal mail should be directed to the department.

- Insurance Cards may have been sent to the ECE Office. You will be notified when they arrive. Please update your current address on the insurance website.
Course Work

- Always check with your instructor if you have questions on homework, papers, exams, etc.
- Be aware if work is to be done alone, or if you are allowed to work together.
- Be aware of the homework format that each instructor expects.
- Homework should be clear, concise, and legible.
Exams

- In no case should you ever communicate with anyone except the instructor during an exam. If you require more paper, a pencil, etc., ask the instructor, NOT another student.
- Make certain that you never look at another student's work during an exam.
- If, for some reason, you accidentally see an answer on another student's paper, inform the instructor immediately.
- Under no circumstances should cell phones be turned on during exams.
Take Home Exams

- Take home exams generally must be done by yourself – which means that you must NEVER discuss the exam with anyone else until it is turned in.
- Using the same notes or the same book can result in cheating.
- When in doubt, ask!!!
Plagiarism

- It is generally against the rules to hand in **ONLY** work 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 words, **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.
Ethical Matters

- There are several areas where problems may arise; failure to act professionally may lead to a decrease in a course grade, failure in a course, loss of your tuition award, or termination of your program.
- Do **NOT** cheat!
- Do **NOT** get involved with pornography or illegal downloads – USU and the ECE Department have a strict policy regarding this!
Student Information

- Update Banner Access any time your physical address, phone number, or email address change.
- The university and ECE Department will then be able to inform you of information, updates, and deadlines.
Temporary Advisor/Supervisory Committee

- One faculty member is assigned as your temporary advisor until you choose your supervisory committee.
- ME-1; Dr. Don Cripps
- MS-3; chair from ECE Department, one outside focus area
- PhD-5; chair from ECE Department, one outside ECE Department, ALL PhDs
- You **CANNOT** change your committee within six weeks of defending. All members must be present at defense — **NO EXCEPTIONS!**
Forms

- The **Supervisory Committee**, **Departmental Check Sheet**, and **Program of Study** are all due at the end of the first semester (or by the employment, tuition award/waiver, and insurance deadline).
- Changes to the Program of Study require a revision form signed by your entire committee.
- **All forms must be sent to Mary Lee. If approved, she will send them for signatures.**
No formal proposal 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 will be sent out for signatures.
Due at the end of your second semester
Will not be accepted the same semester you defend.
Special Topic Courses

- All 5930, 6930, and 7930 Special Topics Courses are classes that are “taught on demand” or “taught on a one-time basis” in the classroom.
- They may eventually become part of the ECE curriculum, as needed.
- Do NOT register for the wrong section.
- Only two of these courses are generally allowed in your degree.
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. 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.
Internship or CPT (International Students)

- Only 1 credit will count toward the MS or PhD degrees.
- Three credits will count toward the ME degree.
- Must complete application prior to internship.
- Must be listed on Program of Study.
- International Students must follow registration rules of International Student Office.
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) in Computer Engineering
- Master of Science (MS) in Electrical Engineering
- Doctor of Philosophy (PhD) in Electrical Engineering
Master of Engineering

- Specializations in Computer Engineering or Electrical Engineering
- Professional Degree – All Course Work
- Minimum of 30 Credits
- Ten Courses
- Two Semesters of Colloquium – 1 credit
Master of Science (CE)

- Computer Engineering
- Research
- Minimum of 30 Credits
- Eight Courses
- Six Credits of Research (6970, 6950)
- Two Semesters of Colloquium – 1 credit
- Two Graduate-Level Sequences – One in Computer Engineering and the Other in Either Computer or Electrical Engineering or Computer Science
Master of Science (EE)

- Electrical Engineering
- Research
- Minimum of 30 Credits
- Eight Courses
- Six Credits of Research (6970, 6950)
- Two Semesters of Colloquium – 1 credit
- At Least Three Credits of an ECE 7000-Level Course
Doctorate of Philosophy (EE)

- Electrical Engineering
- BS to PhD
- MS to PhD
- Minimum of 72 or 42 Total Credits
- Minimum of 42 or 18 Credits Course Work
- Minimum of 18 or 12 Credits Research
- Other 12 Credits are Course Work or Research
- Two Semester of Colloquium – 1 credit
- Comprehensive Exam
- Formal Proposal Defense
BS to PhD

- 72 credits (30 Masters + 42 PhD)
- Differences:
  - No Thesis (Defense)
  - No Masters degree
- Must have Faculty Recommendation
Change ME to MS

- No changes allowed unless the student receives an RA and an ECE professor strongly recommends this change.
- Must be done by the end of second semester.
- Must have approval of ME Chairman, Major Professor, Graduate Chairman, and Department Head.
Change MS to ME

- We are **VERY STRICT** on this!
- Must be done before last semester.
- "Undo" thesis and report credits and add 6 credits course work.
- If you have been on funding as a TA or RA, you **ARE EXPECTED** to complete an MS degree.
- You may have to pay tuition awards back to USU.
- Keep legal status each semester (for international students).
- Must have approval of Major Professor, ME Chairman, Graduate Chairman, and Department Head.
MS vs ME

- **MS:** Research oriented
- **ME:** Course work based
- To the outside world: No difference
- For PhD admission: No difference
Moving on to PhD from Masters

- Degree Advancement Application Required if Still in Master’s Program
- Must be done after MS defense is scheduled or last semester of ME program
- Letter of Recommendation from Faculty Offering Funding
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

- USU has a strict policy about Incomplete Grades. An Incomplete Contract **MUST** be submitted for any unfinished course work, including Independent Study.

- ECE 6950 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.

- Degrees will not be closed out with any Incomplete Grades.
If you are a graduate assistant and are working 10 hours/week, you must be registered for at least nine credits to be a full-time student.

If you are working 20 hours/week, then you can be register 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 Graduate School and the Office of Global Engagement if you are taking less than nine credits and meet the criteria on the form.

Requires signature from Mary Lee
Tuition Awards

- If you are an MS-Plan 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).
To qualify you must do the following with **NO** exceptions:

- Meet **USU and ECE Deadlines**
- Employment Verification of Funding
- Current **Approved** Program of Study
- Registered for Credits on Current **Approved** Program of Study
Time Cards

- Time Cards—ALL employed graduate students who intend on receiving a paycheck MUST complete a time sheet each month.
- Time Cards are due the 20th of each month.
- Blank Time Cards are available on the desk outside my office door. Return to green folder at same location.
- If you are assigned to more than one professor, each must sign your Time Card.
Graduate Insurance

- Must be a Graduate Assistant
- Must be working 20 hours/week
- Fall and Spring GA will Cover Aug. 15, 2014 through Aug. 14, 2015
- $296 student’s premium in Fall semester – (remove international fee of $568)
- $1187 USU subsidized premium
- Enroll or Waive Insurance Each Semester – www.firststudent.com
Continuous Registration

- To keep your file open and remain in Graduate Student Status, you must complete the requirements for Continuous Graduate Registration.
- If you leave campus in the middle of a degree to work, vacation, etc., you must first notify Mary Lee so that the appropriate form can be sent to Graduate School.
- You are then required to pay a $100 fee to the Graduate School each semester (fall and spring).
- You cannot use faculty time or school facilities!
- Be aware that if you are inactive for a 1 year without contact, you will be required to re-apply to the ECE Graduate Program.
Leave of Absence

- Leave of Absence can be approved in extenuating circumstances.
- You must first notify Mary Lee so that the appropriate form can be sent to Graduate School.
- Be aware that if you are inactive for a 1 year without contact, you will be required to re-apply to the ECE Graduate Program.
OPT (International Students)

- Only **POST** degree OPT will be approved.
- Date of degree is the last day of your last semester.
- Must be approved by Mary Lee.
- **MS-Plan A and PhD** must have approval of major professor and Graduate School.
- **MS-Plan A and PhD** students, must have submitted paper to the Graduate School for review before their approval.
- For **MS-Plan B**, all format corrections must be approved by Mary Lee before approval of ECE Department.
- **ME** students, you must be in your last semester before approval of ECE Department.
- Apply 2-3 months prior to completion.
- Can be used for working or job-seeking.
- Maximum of 1-year.
- *1-year clock starts running immediately after approval of OPT from Office of Global Engagement.*
If you leave before completing **ALL** the requirements for your degree, you must take care of the following:

- Check with Mary Lee
- Contact a friend to complete the process for you
- Clean out your office space and return all keys
International Students

- Please carry your passport with you whenever you travel or leave Logan.
To Complete Degree

- ME Degree
- MS – Plan A Degree
- MS – Plan B Degree
- PhD Degree
ME Completion Form

1. At the beginning of your final semester, notify Mary Lee that it is your last semester.

2. Mary Lee will email you an Alumni Card and Placement Survey. These forms, along with a digital photo, must be turned in to Mary Lee before a letter of completion can be sent to the Graduate School.

3. Once the Graduate School has received the ME Completion notification from Mary Lee, they will email graduation forms to you.

4. Complete the forms and return them to Graduate School.

5. Mary Lee will send a letter of completion to the Graduate School by the end of your last semester.

6. Joan will close out your degree at the end of the current semester.
Thesis/Dissertation Research

- MS Research - You are allowed only 6 credits of ECE 6970 for MS Plan A and 3 credits of ECE 6970 and 3 credits of ECE 6950 for MS Plan B (take ECE 6970 first).

- PhD Research – You are allowed a maximum of 24 credits of ECE 7970 post Masters and a maximum of 30 post Bachelors.

- If all research credits are used up and you still need to register for additional credits, you may register for 3 credits of Continuous Graduate Advisement - ECE 6990 for MS and ECE 7990 for PhD. Approval required.
Planning Your Defense

- **MS and PhD students Only**
- **MS Students** - Proposal is due by the end of your second semester.
- **PhD Students** – The Dissertation Research Proposal Defense should be held within one year of passing the Comprehensive Exam and at least one year before the Dissertation Research Defense.
- A signed proposal must be submitted to Mary Lee. It cannot be submitted in the same semester that you schedule your defense.
- **ALWAYS** be considerate of committee’s time.
Planning Your Defense

- Failure to plan may result in an additional semester with additional expense for registration. (Must be registered for at least 3 credits the semester you defend.)
- **US Students** - You must finish all of the requirements the semester after you defend (grace semester – no registration) or pay $100 per semester until you meet all of the requirements.
- **International Students** – You must finish all of the requirements the semester after you defend (grace semester – register for USU 7777 – no tuition charged). You must be registered after that semester if you have not finished all requirements in your “grace” semester.
Formatting Helps

- MUST ATTEND REQUIRED ECE FORMAT WORKSHOP

- Graduate School Requirements

  - Utah State Publication Guide

  - Graduate School Workshop
    September 17         January 21
    October 15          February 18
    November 19
Email Mary Lee for the latest LaTeX template file.

Using LaTeX will save you lots of time!!

LaTeX books are available for check out in the ECE Office.
Please see Mary Lee ASAP 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** Paper work is submitted to Mary Lee, **not the Graduate School**.
CHECK

- EXPECT DELAYS & PROBLEMS!!!
- YOU are responsible to check with our department regularly.
- We CANNOT and WILL NOT keep track of everything.
- It is your responsibility to learn the rules and follow through.
PLAN, PLAN, PLAN

- When in doubt, check with Mary Lee!
- Think ahead. Get things turned in one to two weeks before deadlines to avoid delays.
- 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 received.
- YOU CANNOT AVOID THE PAPER WORK!!!
PLAN, PLAN, PLAN

YOUR LACK OF PLANNING DOES NOT CONSTITUTE AN EMERGENCY ON MY PART!!!