



# **ECE 6800 Graduate Colloquium**

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# **ECE Graduate Policies and Guidelines**

**October 7, 2014**



# ECE Graduate Program

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- **Mary Lee Anderson**  
**Graduate Advisor and**  
**Program Coordinator**



# Office Hours

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- **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

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- **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.**



# Miscellaneous

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- **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 web site.**



# Course Work

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- **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

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- **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

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- **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

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- 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

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- **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

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- **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

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- **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

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- **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.**



# MS Thesis/Project Proposal

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- 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

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- **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

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- **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)

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- **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

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- **Computer Engineering**
- **Control Systems**
- **EM/Microwave**
- **Electrical Power/Energy**
- **Signals/Communications**
- **Space Systems**



# **ECE Graduate Programs**

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- **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

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- **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)

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- **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)

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- **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)

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- **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

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





# Change ME to MS

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- **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

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- 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

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- **MS: Research oriented**
- **ME: Course work based**
- **To the outside world: No difference**
- **For PhD admission: No difference**



# Moving on to PhD from Masters

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- **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**



# GPA

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- **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

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- **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.**



# Registration

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- **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

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- **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).**





# Tuition Awards – Cont'd . . .

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- **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

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- **Time Cards—ALL employed graduate students who intend on receiving a paycheck MUST complete a time sheet each month.**
- **Time Cards are due the 20<sup>th</sup> 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

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- **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](http://www.firststudent.com)



# Continuous Registration

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- **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

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- **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)

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- 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.*



# Leave

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- **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

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- **Please carry your passport with you whenever you travel or leave Logan.**





# To Complete Degree

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- **ME Degree**
- **MS – Plan A Degree**
- **MS – Plan B Degree**
- **PhD Degree**



# ME Completion Form

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- 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

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- **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

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- **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

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- **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

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- **MUST ATTEND REQUIRED ECE FORMAT WORKSHOP**
- **Graduate School Requirements**
  - **Utah State Publication Guide**  
<http://rgs.usu.edu/graduateschool/files/uploads/NEWPubGuide.pdf>
- **Graduate School Workshop**

September 17	January 21
October 15	February 18
November 19	



# ECE Template/Style File

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- **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.**



# CHECK

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- **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

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- **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**

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- **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**

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