Welcome to USU and the ECE Graduate Program
ECE Graduate Program

- Chris Winstead, Graduate Coordinator
- Mary Lee Anderson, Graduate Advisor
Survey

- ECE Graduate Student Colloquium Survey
- New Sp12 Students Only
Office Hours

- Advising Office Hours for Spring 2012 Semester
  - M W F – 9:00 – 11:30 a.m.
  - T R – 1:00 – 3:00 p.m.
- Unless you have been informed that Tricia or our student worker will have the information you need, please do not ask them!
Miscellaneous

- Check the Graduate Bulletin Board for Notices.
- **NO** personal mail should be directed to the department.
ECE Graduate Policies and Guidelines

January 10, 2012
ECE 6800 Policy

- ECE 6800 Graduate Colloquium is required for your first two semesters.
- Credit is given in two parts.
- Part I
  - Attendance is required! Roll will be taken. You are allowed one absence per without making them up.
  - A maximum of two make up seminars are allowed.
  - You must be on time and stay for the entire seminar or you could lose credit!
Part II
- Seminar Summary: You are required to fill out a Seminar Summary for each seminar. You will need to submit it NO LATER than the Thursday after the seminar to Mary Lee.

- Missing Either Part I or Part II is considered NO CREDIT for that week!
**Makeup Seminars**

- Other technical seminars on campus may be substituted for 6800 seminars – but first obtain **PRIOR** approval from Mary Lee.
- To get credit for another seminar, submit a flyer or program signed by the organizer or speaker of the other seminar and a Seminar Summary form to Mary Lee.
- Less seminars are available toward the end of the semester, so make up your seminars in a timely manner.
Reminders

- Be respectful of the speakers.
- Give full attention during the presentations: no studying or working on laptop, no reading, no eating, no sleeping, etc.
- The speakers go to a great deal of effort to prepare their talks. Please listen carefully and try to come up with one or two questions.
- Review abstracts linked from the web site http://ece.usu.edu/htm/events/, posted on the ECE Graduate bulletin board, or through email.
Homework

- Some faculty allow you to work together on homework or projects, but some do not!
- Working together, when it is not permitted, is a violation and may result in a severe penalty.
- Be aware of the homework format that each instructor expects.
- Homework should be clear, concise, and legible.
Papers, Reports, etc.

- Check with the instructor whether these must be done alone or with others.
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 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!
ECE Focus Areas

- Computer Engineering
- Control Systems
- EM/Microwave
- Signals/Communications
- Space Systems/Optics
ECE Graduate Programs

- MS
- ME
- PhD
MS Thesis/Project Proposal

- Must have a signed title page by the student’s committee
- Must include a literature review
- No formal proposal defense is required
- Usually does not need to be longer than 3-5 pages (excluding title page and literature review)
- Due at the end of your second semester
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.
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.
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

- 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

- 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.
- 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.
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.
Time Cards

- Time Cards—ALL employed graduate students who intend on receiving a paycheck MUST complete a timesheet each month.

- Time Cards are usually due around the 20th of each month.

- Blank Time Cards are available on the desk outside my office door. Return to green folder at same location.
Registration

- If you are a graduate assistant and are working less than 15 hours/week, you must be registered for at least nine credits to be a full-time student.

- If you are working more than 15 hours a week, then 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 Graduate School and the Office of International Students and Scholars if you are taking less than nine credits.
Tuition Awards

- If you are an MS student and have a graduate assistantship in any USU department that pays at least $400/month, you may qualify for a nonresident tuition award.

- If you are a PhD student and have a graduate assistantship in any USU department that pays at least $675/month, you may qualify for an instate tuition award and nonresident tuition award.
To qualify you must do the following with **NO** exceptions:

- Meet **Departmental Deadlines**
- Employment Verification of Funding
- **Current Approved** Program of Study
- Registered for Credits on Current **Approved** Program of Study
Graduate Insurance

- Must be a Graduate Assistant (1 of 4 types)
- Must be working 15-20 hours/week
- $237 student’s premium - remove international fee
- $941 USU subsidized premium
- Waiver of Insurance – email insurance card to noell.hansen@usu.edu
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 request office space from Mary Lee.
- See Mary Lee for application and office assignments no later than Friday, January 13th.
Information Form

- **Student Information Form** - You must fill out a student information sheet and return it to Mary Lee as soon as possible.
- I need a current address, phone number, USU Aggie email address, etc.)
- Any time this information changes, please inform Mary Lee and change your information on ACCESS.
- I will then be able to inform you of new information 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!
The **Supervisory Committee form** is due for ME students at the beginning of the first semester after you have met with Dr. Cripps. MS and PhD students are due by the end of the first semester.

The departmental **check sheet** (for ME and MS students) and the **Program of Study** (for ME, MS and PhD students) is due at the end of the first semester.

Changes to the Program of Study require a revision memo form signed by your committee.
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.
- They must have PRIOR approval.
- Do NOT register for the wrong section.
- 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.
- If there is no application, there will be NO GRADE!!
- Only ONE course of Independent Study can count toward any degree.
- Independent Study is not allowed for ME students.
- Must be on approved Program of Study.
CPT/Internship (ECE 6250)

- Used after your first semester.
- For PhD and MS students, it must be an integral part of your Program of Study and research. Only 1 credit/1 semester will count.
- For ME students, you can have 3 credits/1 semester for Professional Experience.
- Cannot be used for facilitating employment.
- Must be approved **BEFORE** you leave.
- Must be on approved Program of Study.
CPT/Internship - cont’d.

- Complete application in the ECE Department. Must submit a project description with deliverables signed by yourself, your Company Internship Supervisor, and the ECE Internship Coordinator.

- Need approval from:
  - Supervisory Committee
  - Department Head

- Requires student report and employer evaluation.

- Pass/Fail grades only
**OPT (International Students)**

- Only **POST** Degree OPT can be used.
- Date of degree is the last day of your last semester.
- Must be approved by Mary Lee (not your major professor) and the Department Head.
- For MS and PhD students, your paper must be ready for review prior to OPT approval from the department and the School of Graduate Studies.
- For ME students, you must submit your completion forms prior to OPT approval from the 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 OISS.*
Leave

- If you leave before completing **ALL** the requirements for your degree, you must:
  - Check with Mary Lee
  - Contact a friend to complete the process for you
  - Clean out your office space and return all keys
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 letter can be sent to Graduate School.
- You are then required to pay a $100 fee to the Graduate School each semester (excluding summer).
- You cannot use faculty time or school facilities!
- Be aware that if you are inactive for a 1 year without contact, you may be required to re-apply to the ECE Graduate Program.
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 or ME.
- **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!!!
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, pick up an ME Completion of Requirements form from Mary Lee. This must be signed by Dr. Wheeler and returned to Mary Lee.

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 form, they will mail 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. Laura will close out your degree at the end of the current semester.
Thesis 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 only a maximum of 39 credits of ECE 7970.

- 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
- Proposal is due by the end of your second semester. A signed proposal must be submitted to Mary Lee. It cannot be submitted at the same time as you schedule your defense.
- ALWAYS be considerate of committee’s time.
- 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.)
- You must schedule your defense before OPT (international students) can be approved.
- You must finish all of the requirements the semester after you defend or pay $100 per semester until you meet all of the requirements. US students have one grace semester before this takes effect.
Timeline for Defense

**MS Plan A Thesis and Plan B Report/PhD Dissertation**

1. Give your paper to your major professor for the initial read and revisions.
2. Thirty days before defense, give the revised copy to other committee members. It may not take them that long, but be considerate of your committee’s time.
3. Pick up the Appointment for Examination form from Mary Lee. Three weeks (15 working days) before the defense, the signed form must be turned into Mary Lee. Reserve the Conference Room. You will be notified by email when your defense is scheduled. You will receive the Alumni Card and Placement Survey. These forms, along with a digital photo, must be turned in before completion.
4. Day of Defense: Come 30 minutes early to set up. See Mary Lee for departmental forms (Consent to Post on Web form, Clearance form, Rights to Publish form, etc.). Check with Mary Lee for the correct format on your title page. You can ask your committee to sign it at your defense (especially in the summer semester when faculty members are not regularly on campus).

5. Once you successfully defend, have your committee sign the Rights to Publish form for copyright publication and turn it and your signed title page in to Mary Lee.

6. You can reserve a review date with the Graduate School (optional). Allow plenty of time to get through the department review process.
Timeline – cont’d . . .

- **MS Plan A Thesis/PhD Dissertation**

  7. When your paper is approved for technical content and the clearance paper is signed by the major professor, bring a hard copy (one-sided) to Mary Lee for formatting corrections. Allow AT LEAST one week for the review.

  8. Make the formatting corrections and return both copies (red-lined copy plus the new corrected copy) to Mary Lee.

  9. If all items are correct, Mary Lee will sign the Thesis Style form, attach the signed title page, and you can take your paper to Steve Beck in the Graduate School for review. Mary Lee will contact you when the paper has been reviewed and picked up. You will pick it up in her office.

  10. Complete the graduation forms and return them to Graduate School. You can do this at any time following your successful defense.
Timeline - cont’d . . .

11. Make corrections and return both copies (red-lined copy plus the new corrected copy) to Mary Lee. If all items are correct, submit a CD of the final draft to Mary Lee. Mary Lee will sign the cover page and you can take your paper back to the Graduate School for the Dean’s signature.

12. Once the Dean signs your title page, you can pick up your paper and binding and copyright forms from the Graduate School. Follow their directions, make the required copies (plus any personal copies) and take the copies to the second floor of the library for binding. Pay your binding fees.

13. The library will give you a binding receipt. Take the receipt to Laura at the Graduate School. She will close out your degree at the end of the current semester.
Timeline – cont’d . . .

MS Plan B Report

Items 1-8 for MS Plan A Thesis/PhD Dissertation are the same for MS Plan B Report

9. If everything has been formatted properly, submit a CD of the final draft to Mary Lee.
10. Complete the graduation forms and return them to Graduate School.
11. Make the required copies (plus any personal copies) and take the copies to the second floor of the library for binding. Pay your binding fees.
12. The library will give you a binding receipt. Take the receipt to Laura at the Graduate School.
13. Mary Lee will send a letter of completion to the Graduate School by the end of your last semester. Laura will close out your degree at the end of the current semester.
You must complete all corrections and paper work within one year or re-defend.
Formatting Helps

- Please see Mary Lee ASAP if you are beginning to write your thesis.

  - Utah State Publication Guide (available at the USU Bookstore or online under the Graduate School web site)
  - LaTeX - files available - email Mary Lee
  - IEEE (not preferred)

- Graduate School Workshop

  - September 15
  - October 20
  - November 17
  - January 19
  - February 16
We want you be involved in faculty research/projects. Build a stronger resume by doing research/project.
Advices to Graduate Students

- Why research
  - Research Matters: [http://research.usu.edu/htm/research-matters](http://research.usu.edu/htm/research-matters)
  - You and your research: [http://www.cs.virginia.edu/~robins/YouAndYourResearch.html](http://www.cs.virginia.edu/~robins/YouAndYourResearch.html)
Search Leads to Research

- **USU Library**
  - [http://www.ieee.org/ieeexplore](http://www.ieee.org/ieeexplore)
  - **Digital Dissertations**
    - [http://proquest.umi.com/login?COPT=REJTPTNiMGYmSU5UPTAmVkVSPTI=&clientId=1652](http://proquest.umi.com/login?COPT=REJTPTNiMGYmSU5UPTAmVkVSPTI=&clientId=1652)
  - [http://citeseer.ist.psu.edu/](http://citeseer.ist.psu.edu/)
MS-Plan A vs. MS-Plan B

- MS Plan-A thesis will be in UMI.com (Digital Dissertation database)
- MS Plan-B report will not be in UMI.com, only in ECE Conference Room.
- MS Plan-C: none thesis option, by course only.
ILL USU Interlibrary Services

LaTeX and Matlab

- WinEdt from [http://www.winedt.com](http://www.winedt.com)
- MatlabCentral (somebody wrote the code you need) [http://www.mathworks.com/matlabcentral](http://www.mathworks.com/matlabcentral)
Check Mary Lee for the latest template file!

Using LaTeX will save you lots of time!!