THE UNIVERSITY of TENNESSEE KNOXVILLE

The Department of Electrical Engineering & Computer Science

New Graduate Student Orientation

Monday August 17, 2020

Dr. Jens Gregor
Director of Graduate Studies
Associate Department Head

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MK311
974-4399

Welcome to UTK & EECS

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

EECS Degrees Offered

- Electrical Engineering: BS, MS, PhD
- Computer Engineering: BS, MS, PhD
- Computer Science: BS, MS, PhD

- CS Minor (not available to CpE students)
- EE Reliability & Maintainability Certificate
- EE Fire Protection Engineering Certificate
- Intercollegiate Graduate Minor in Computational Science: MS, PhD

Faculty and Student Numbers

Professors	Assoc. Prof.	Asst. Prof.	Lectures	Total
24	11	12	5	52

Fall 2019 overall student enrollment

Students	Elec. Engr.	Comp. Engr.	Comp. Sci	Total
BS	216	163	453	832
MS	32	14	39	85
PhD	99	20	55	174

Fall 2020 new graduate students

Students	Elec. Engr.	Comp. Engr.	Comp. Sci	Total
MS	12	2	5	19
PhD	12	1	9	22

Business Office Staff: MK401

- Mr. Kevin Bogle – Website, social media
- Ms. Janie Fielden– Graduate students
- Ms. Kimberly Cox – Purchasing
- Ms. Susan Cormia – Undergraduate students
- Mr. Brandon Herriage – Business manager
- Ms. Amanda Humphrey – Front desk
- Ms. Lori Houser – HR & visas
- Ms. Melanie Kelley – Travel M-Z, payroll
- Ms. Linda Robinson – Financial specialist
- Ms. Tracy Smith – Travel A-L, reimbursement

IT Staff: MK423 (MK416 walk-in)

- Mr. Randy Bond – Manager
- Mr. Justin Forbes – Staff
- Mr. Wade Jenkins – Staff
- Mr. Joe Jones – Staff
- Mr. William Rhodes – Staff
- Mr. Markus Iturriaga Woelfel – Staff

- 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 Janie 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: Courses-Only
  30 course credits, no exam
- Course requirements vary by major – talk to your advisor and/or see graduate catalog
- **All MS students need advisor + committee**

MS Requirements

- Max 10 hours of 4XX (grad catalog only)
- Min 20 hours of 5XX/6XX incl 500/501

- Thesis: Plagiarism check by iThenticate

- Committee: EECS advisor + 2 TT faculty (one member from minor if applicable)

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
  24 course credits + 24 x 600 (non-UT students)
  15 course credits + 24 x 600 + 9 either type (UT)
- Course specifics vary by major – talk to your advisor and/or see graduate catalog
- Continuous enrollment in 600 enforced!
- **All PhD students need advisor + committee**

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: 6+6+6 or 9+9 back-to-back load
- Comprehensive exam: Research proposal
- Continuous enrollment: 600 (dissertation)
- Dissertation: Plagiarism check by iThenticate

- Committee: EECS advisor + min 2 TT faculty + 1 external member (other academic unit)

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 your advisor and/or see graduate catalog
- All options require advisor + committee

THE UNIVERSITY OF TENNESSEE KNOXVILLE
GRADUATE SCHOOL

Submit all forms to:
111 Student Services Bldg.
Knoxville, TN 37996-0211
gradspec@utk.edu

Request for Concurrent Master's Degree

Name: _____
Last *First* *Middle*

Student ID #: _____ **Email:** _____ **NetID:** _____

Major: _____ **Concentration (if applicable):** _____
for concurrent master's *for concurrent master's*

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 02/2019

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

ECE PhD Qualifier

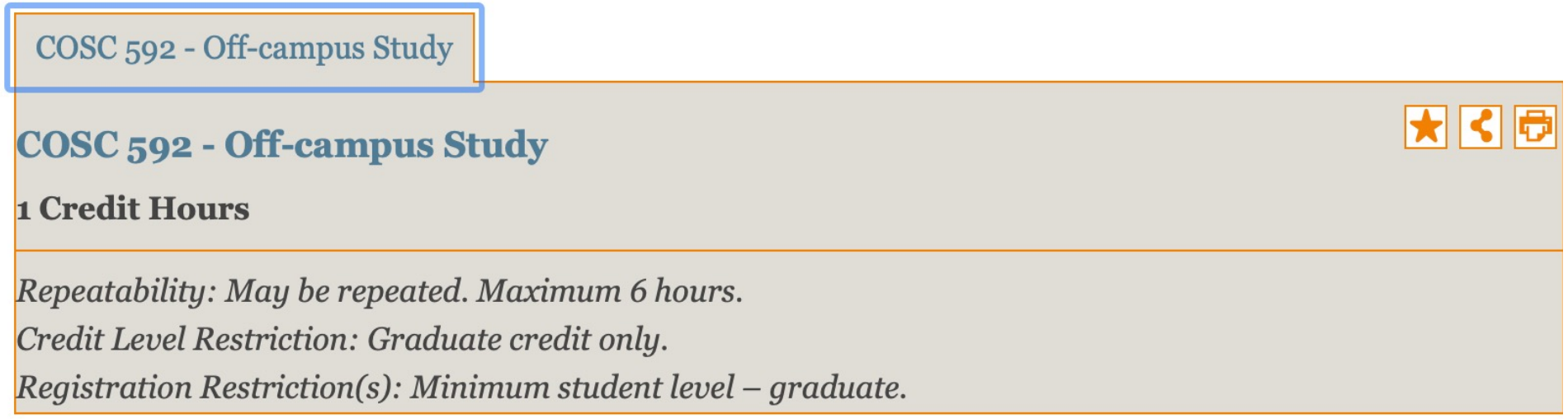
- Critical literature review
- Presented to committee
- To be completed first year

CS MS/PhD Core Courses

- CS530, CS560 + CS580 or CS581
- MS: Grades of C or better required
- PhD: Grades of B or better required

Paid Internships

- Domestic students: Any time, any where
- International students: Need CIE approval
  - Curricular Practical Training (CS/ECE 592)
  - Optional Practical Training (no course credit)



- PhD: 600 Continuous Enrollment Exemption

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Submit all forms to:
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Knoxville, TN 37996-0211
gradspec@utk.edu

600 Continuous Enrollment Exemption

Name: _____
Last *First* *Middle*

Student ID #: _____ **Email:** _____

List the dates of the Internship/ Practicum

Description of Internship/ Practicum

⚠ **Internship cannot be directly related to 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.

Revised 5/16

MS Admission to Candidacy

- Form that lists all credits to be counted toward degree (courses + thesis/project)
  http://gradschool.utk.edu/forms-central/
- Signed by advisor and committee, then by Director of Graduate Studies
- Must be filed the semester before the one where graduation is intended

- See Graduate School webpage for dates and other information regarding graduation
  http://gradschool.utk.edu/graduation/

THE UNIVERSITY OF TENNESSEE KNOXVILLE
GRADUATE SCHOOL

Submit all forms to:
The Graduate School
111 Student Services Bldg.
Knoxville, TN 37996-0211

Admission to Candidacy
Masters or Specialist Degree

Name: _____
Last *First* *Middle*

Student ID #: _____

Email: _____

Major: _____

Degree: _____

Concentration: _____

To be Completed by the Graduate School

_____ _____
Date Admitted *Term for Degree*

_____
Dean of the Graduate School

Choose One: ◯ *Thesis* ◯ *Course Only w/Comp. Exam* ◯ *Project* ◯ *Course Only w/o Comp. Exam*

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

Student Signature: _____

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

Year/Term	Course Name Prefix	Course #	Course Title	Hours	Grade

At this time, the Graduate School cannot accept electronic signatures; please print and sign legibly.

Revised 11/2018

Student Name: _____ **ID:** _____

Year/Term	Course Name Prefix	Course #	Course Title	Hours	Grade

Minor: _____

Year/Term	Course Name Prefix	Course #	Course Title	Hours	Grade

Transfer Credit

Name of Institution: _____

Year/Term	Course Name Prefix	Course #	Course Title	Hours	Grade

Committee Signatures

Print Name	Signature	Department
_____ *Chairperson*	_____	_____
_____ *Committee Member*	_____	_____
_____ *Committee Member*	_____	_____
_____ *Committee Member*	_____	_____
_____ *Director of Graduate Studies*	_____	_____

At this time, the Graduate School cannot accept electronic signatures; please print and sign legibly.

Revised 11/2018

PhD Admission to Candidacy

- Form that lists all credits to be counted toward degree (courses + dissertation)
  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 the semester before the one where graduation is intended
- See Graduate School webpage for dates and other information regarding graduation
  http://gradschool.utk.edu/graduation/

THE UNIVERSITY OF TENNESSEE KNOXVILLE
GRADUATE SCHOOL

Submit all forms to:
The Graduate School
111 Student Services Bldg.
Knoxville, TN 37996-0211

Admission to Candidacy
Doctoral Degree

Name: _____
Last *First* *Middle*

Student ID #: _____

Email: _____

Major: _____

Degree: _____

Concentration: _____

To be Completed by the Graduate School

_____ _____
Date Admitted *Term for Degree*

Met Residence Requirements? ◯ Yes ◯ No

_____
Dean of the Graduate School

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

_____ _____
Student Signature *Date*

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:

_____ _____ _____
Term *Term* *Term*

Examination Requirements

Comprehensive Examination Passed: _____
Date

If required, Doctoral Language Examination in _____ **was passed on** _____
Language *Date*

At this time, the Graduate School cannot accept electronic signatures; please print and sign legibly in black ink. *Revised 05/2019*

Student Name: ____ **ID:** _______________

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. If using Master's degree coursework to meet part of the 48 hour requirement, list those courses on next page.

Year/Term	Course Name Prefix	Course #	Course Title	Hours	Grade

Student Name: _____ **ID:** _____

List Coursework from Master's degree to fulfill part of requirement for doctoral degree.

Master's Institution Name: _____ **Date Awarded:** _____

Year/Term	Course Name Prefix	Course #	Course Title	Hours	Grade

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.

Print Name	Signature	Department
_____ *Chairperson*	_____	_____
_____ *Committee Member*	_____	_____
_____ *Committee Member*	_____	_____
_____ *Committee Member*	_____	_____
_____ *Committee Member*	_____	_____
_____ *Committee Member*	_____	_____
_____ *Director of Graduate Studies*	_____	_____

At this time, the Graduate School cannot accept electronic signatures; please print and sign legibly in black ink. *Revised 05/2019*

The Graduate School Staff

- **Jennifer Rawdon**
  Graduation Specialist (A–K)
  (865) 974-1346
  jrawdon@utk.edu

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

- **Thesis/Dissertation Consultant**
  (865) 974-1337
  thesis@utk.edu

How to Ask For Help

- Rule 1: Help yourself using:
  - http://www.eecs.utk.edu/academics/graduate/
  - http://catalog.utk.edu/
  - http://hilltopics.utk.edu
  - http://gradschool.utk.edu
- Rule 2: Ask your advisor. Ask experienced fellow students. Ask Janie 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: Was done online Aug 3-7, 2020
- Work with instructor to prepare
  - Labs, homework, test, office hours etc
- Must register for 6-11 hours per semester
- GTAs are evaluated each semester

GRA Requirements

- Work with project leader to
  – Deliver research results, publish papers
- Must register for 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

Get Social! – At a Distance

- Look out for departmental events
- Connect with EECS on Facebook , Twitter for news, photos, videos, job postings, etc.
  - Facebook: www.facebook.com/eecs.utk
  - Twitter: @EECS_UTK
- Make friends. Network. Participate.

Student Organizations

- ACM: CS student chapter
- IEEE: ECE student chapter
- Systers: Women in EECS @ UTK
- HackUTK: Computer and network security
- UTKML: Machine learning
- UTARC: Amateur radio club