New EECS Graduate Student Orientation

Wojciech Jadwisienczak, Ph.D.
Graduate Chairman and Professor (Electrical Engineering)
School of Electrical Engineering and Computer Science

August 25, 2022, 5:30 pm-6:45 pm, online TEAMS

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Create for Good.

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Outline

- EECS Graduate Degree Programs
  - Degree Requirements
  - Advisor & Committee
  - Program of Study
  - Important Documents
- Financial Support
  - Types of Graduate Appointments
  - Administrative Requirements
- Fall Semester 2022
- Common Problems
- Communication
- Contact Information
- Questions?

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EECS Graduate Degree Programs

- Master of Science in Electrical Engineering (MSEE)
  - Degree Code: MS7253
  - Thesis and Project options

- Master of Science in Computer Science (MSCS)
  - Degree Code: MS7260
  - Thesis and Project options

- Doctor of Philosophy (PhD)
  - Degree Code: PH7267
  - Entry with either M.S. or B.S. degree

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MSEE Requirements

Requirement	Thesis Option	Project Option
Breadth Coursework	6	6
EE 6000-level Coursework	6	9
Total 6000-level Coursework	9	12
Technical Writing Seminar ET6020	1	1
Graduate Research Seminar EE6981	2	2
Total EE Coursework	12	12
Total Coursework	24	27
Thesis/Project EE6950/EE6943	6	3
TOTAL	33	33

Independent study course – see guidelines for your program

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MSEE Requirements – Guidelines

https://www.ohio.edu/engineering/eecs/academics/graduate/electrical-engineering

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MSEE Requirements – Program of Study

Any changes on PoS must be approved by the advisor and the Committee

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MSCS Requirements

Requirement	Thesis Option	Project Option
Foundation Requirement	6	6
Depth Requirement	12	18
Total Coursework	18	24
Graduate Research Seminar EE6981	2	2
Technical Writing Seminar ET6020	1	1
Thesis/Project CS6950/EE6943	9	3
TOTAL	30	30

Independent study course – see guidelines for your program

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MSCS Requirements – Guidelines

https://www.ohio.edu/engineering/sites/ohio.edu.engineering/files/sites/engineering/MSCS-Guidelines-Fall-2016-or-Later_March-2016.pdf

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MSCS Requirements – Program of Study

Any changes on PoS must be approved by the advisor and the Committee

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PhD Requirements

Requirement	With M.S.	With B.S.
Breadth Coursework	0	6
EE/CS 6000-level Coursework	12	15
Math/Science 6000-level Coursework	3	3
Total 6000-level Coursework	15	18
Total EE/CS Coursework	12	18
Total Coursework	15	27
Graduate Research Seminar EE6981	2	3
Technical Writing Seminar ET6020	1	1
Dissertation	54	54
TOTAL	72	85

No Independent study course is counted for PhD with MS RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

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PhD Requirements – Program of Study

Any changes on PoS must be approved by the advisor and the Committee

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PhD Requirements – Guidelines

https://www.ohio.edu/engineering/eecs/academics/graduate/phd

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PhD Requirements – Guidelines

Section III.C.(b)

Candidacy. After passing parts A and B of the comprehensive examination, and having had a research proposal accepted by his or her dissertation advisor and the examining committee (Part C), the student is admitted to candidacy.

Proposal - Section III.C.(b) Change

Candidacy. After passing parts A and B of the comprehensive examination and having had a research proposal accepted by his or her dissertation advisor and the examining committee, (Part C) the student is admitted to candidacy. **The student must remain in candidacy for at least one calendar year before the dissertation defense date.**

Section III.C.(c)

Dissertation Defense. The candidate must pass an oral examination on his or her dissertation. The dissertation must be submitted to the examining committee at least four weeks prior to the scheduled defense date. Any member of the examining committee, after scrutinizing the dissertation, may request a postponement of the defense. Students scheduling their dissertation defense earlier than one calendar year after the approval of the research proposal must obtain the prior approval of the EECSGC. The minimum amount of time to be reserved for the dissertation defense is three hours.

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Advisor and Committee

- EECS graduate students are not assigned an advisor! and Dr.J will not do it.

  – Research faculty technical interests & specialties

  – Identify faculty member(s) whose research specialization matches your interests
    - Often a good idea to speak with multiple faculty members
    - Must be a member of the EECS Graduate Faculty

  – Ask the person to be your advisor (he/she has the right to decline!)

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Advisor and Committee

- Your advisor:
  - will help you select courses and plan your Program of Study
  - is responsible for directing (but not doing) your research
  - will determine who you should ask to serve on your committee & who should be your outside-the-college committee representative(s)
  - can require you to take courses beyond the stated minimum requirements
  - may provide financial support in the form of a Research Assistantship (RA)
- You:
  - maintain good academic standing (no less than GPA 3.00, academic progress etc.)
  - should make contributions to your advisor's research program
  - should meet regularly with your advisor
  - should initiate meetings

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Program of Study (PoS)

- Lists courses you <u>plan</u> to take to fulfill degree requirements
  - Audited courses do <u>not</u> count, must obtain permission to audit UG and G courses
- Must be on file during your second semester
  - Having a Program of Study on file is necessary to be considered for a new graduate appointment (TA/GA) or to continue with one
- Program of Study must be signed by:
  - You
  - Your advisor & committee
  - Graduate Chairman (Dr.J)
- Programs of study can be changed
  - Course substitutions must be at an equal or higher level
  - Program of Study Change Form must be filed <u>before</u> substitute courses are <u>taken</u>

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Important Documents

- Degree (Program) Requirements and Guidelines
  - Specifies graduation requirements & related policies

- Program of Study
  - Clearly lists courses that you plan to take to meet degree requirements

- All EECS graduate program documents can be obtained from Dr. Jadwisienczak, EECS Graduate Chair, room #333 or jadwisie@ohio.edu
  - Certain forms related to graduation requirements may be requested from the Dean's office at russgradinfo@ohio.edu
  - Also available at https://www.ohio.edu/engineering/eecs/academics/graduate/documents

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Important Documents

- Graduate Catalog
  - University requirements, guidelines & policies that apply to all degrees offered at Ohio University available at https://www.catalogs.ohio.edu/index.php

- Pages of interest on the Graduate College website
  - Graduate Appointments https://www.catalogs.ohio.edu/content.php?catoid=68&navoid=5609
  - Thesis and Dissertation (TAD) Services

- **NOTE:** If you approach the Graduate Chair with a question regarding policies, requirements, etc., he will ask if you have read:
  - Graduate Catalog
  - Requirements & Guidelines document for your program
  - Program of Study form for your program

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Financial Support

- Research Assistantships (RAs)
  - Awarded directly by a faculty member with sponsored research
  - Research duties defined by the faculty member making the award
  - Faculty member has the right to revoke the award
  - A good way to determine your thesis/dissertation research topic

- Stocker Research Assistantships (SRAs)
  - Awarded by the School of EECS using Stocker endowment funds
  - Research duties defined by the faculty advisor
  - Two academic years plus the intervening summer

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Financial Support

- Teaching Assistantships (TAs)
  - Awarded by the School of EECS through the operating budget every semester
  - (TA assistantship IS NOT automatically renewed!!!)
  - Lab or recitation instruction under the supervision of the instructor of record
    - Must demonstrate the ability to communicate orally in English by passing the OPIE SPEAK test or by having an acceptable score on the TOEFL/IELTS, Alternative Speak Test, Versant Test of English (VET)
  - The School has the right to revoke the award due to unsatisfactory performance
  - A good way to gain instructional experience
- Graduate Assistantships (GAs)
  - Awarded by the School of EECS through the operating budget every semester
  - (GA assistantship IS NOT automatically renewed!!!)
  - Grading and/or lab duties that do not involve instruction
  - The School has the right to revoke the award due to unsatisfactory performance
  - A good way to gain entry-level experience on the path to a TA

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Financial Support

- All (S)RA, TA, and GA appointments include a stipend and a full tuition scholarship
  - RA: stipends vary by faculty member ($6.5k for MS $7k for PhD minimum)
  - Stocker RA: $8,5k per semester
  - TA: $6k for MS and $6.5k for PhD per semester (requires 18 hrs/week of work)
  - TA: $8k for PhD Instructor
  - GA: $6k for MS, $6.5k for PhD per semester (requires 18 hrs/week of work)

- All (S)RAs, TAs, and GAs must meet minimum graduate-level registration requirements <u>each</u> semester
  - 18 credit hours for MS
  - 18 credit hours for PhD

- All (S)RAs, TAs, and GAs must file a Program of Study sometime during their second semester

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Financial Support

- Stocker RA and EECS TA/GA positions
  - All positions are currently filled
  - Should a position open, <u>all</u> EECS graduate students will automatically be considered
    - Applications are solicited each semester, <u>email Dr. J expressing interest to be TA/GA</u>
    - Selection criteria include academic credentials and suitability for the position

- RA positions
  - Individual EECS professors may have open RA positions
  - Students should contact faculty whose research interests match their own

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Financial Support

- If you have a graduate appointment as (S)RA, TA, or GA:
  - Complete required employment forms **in person** at the Graduate College or Payroll Office
    - Verification of Employment Eligibility and Identity (I-9), use only a form with OU letterhead
    - Declaration Regarding Material (Non) Assistance to a Terrorist Organization
    - Glacier Enrollment for US Tax Compliance
  - Other forms returned to Graduate College
    - Request for Optional Exemption to OPERS
    - Personnel Data Profile
    - Employee's Withholding Allowance Certificate (IRS Form W-4)

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Request for Optional Exemption to OPERS

This is a reminder that new students coming in with stipends this spring will have 30 days from yesterday to opt out of OPERS if they choose to do so (for graduate appointments this is typically the first day of classes). **After this time, the PERS election is irrevocable** per Ohio Revised Code. Students may request a refund of their own contributions (10% of stipend) when they cease public employment, and students who are here >5 calendar years may also get back the university contribution (14% of stipend). **We may not direct student choices, but it is critical that they understand the financial calculus.** This is especially true for our international students, who are fielding more paperwork with less cultural context and/or English language mastery.

Students will receive an email from the state after their OGA contract goes to Payroll. If they wish to opt out of PERS, they must use the link in that email to do so. **Students without a Social Security Number should call HR (not email!) at 593-1636 and explain that they wish to opt-out of PERS and need an identification number to do so.**

After payroll receives the appointment, they will trigger an email from PERS. That email will include a link for the student to make an election (i.e., opt-out). So, students need to be on the lookout for that email. The form for making an election requires an SSN to get to that point, which is why some students will need to call HR for an alternative identifier.

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Fall Semester

- Preliminary Advising
  - YOU choose your research area
    - **EE**: avionics, computer architecture, communications, control systems, nanoelectronics, optoelectronics, etc.
    - **CS**: artificial intelligence, theory, computing, networks, medical imaging, bioinformatics, etc.
  - Identify faculty member(s) in your area of interest
    - Ask for assistance for course selections to complete a program of study
  - See Graduate Chairman for referral, if necessary

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Fall Semester

- See Fall 2022 Course Offerings on the Registrar's website
- Typical course load
  - Three courses (9 – 12 credit hours)
  - EE/CS, other engineering, math, or science (e.g., physics, biology)
- If you have been awarded (S)RA, TA, or GA appointment, you must meet minimum graduate–level registration
  - 18 credit hours for MS / 18 credit hours for Ph.D.
  - Register for research hours:
    - EE 6940 (MSEE)
    - CS 6940 (MSCS)
    - EE 8940 (PhD)
  - Until you **DO NOT** have an advisor, you can register, **with permission**, under Dr. Wojciech Jadwisienczak, EECS Graduate Chairman

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Thesis and Dissertation Deadlines Academic Year 2022-2023

All deadlines are firm and apply to all written theses and dissertations for all colleges. Colleges, schools, and departments may have earlier and/or additional deadlines. Students need to confirm with their department/college that they have fulfilled all other graduation requirements.

- **All students must be registered for a minimum of 1 credit hour in the current term to receive services.**
- Students are encouraged to obtain a **Pre-Defense Format Review** and are required to meet the Post-Defense Format Review Deadline by emailing the content-final, advisor-approved document in Word format to tad@ohio.edu. Students working in LaTeX may submit a PDF.

Semester	Year	Graduation Application Deadline	Oral Defense[1,2]	Post-defense Format Review Deadline	Final Clearance Deadline: TAD Process Complete
Fall Dissertation	2022	Mon, September 26, 2022	Fri, October 21, 2022	Fri, October 28, 2022 at 3 P.M.	Fri, November 11, 2022 at 3 P.M.
Fall Thesis	2022		Fri, November 11, 2022	Fri, November 18, 2022 at 3 P.M.	Fri, December 2, 2022 at 3 P.M.
Early for Spring[3]	2023		Fri, December 16, 2022	Fri, January 6, 2023 at 12 Noon	Fri, January 13, 2023 at 12 Noon
Spring Dissertation	2023	Mon, February 20, 2023	Fri, March 17, 2023	Fri, March 24, 2023 at 3 P.M.	Fri, April 7, 2023 at 3 P.M.
Spring Thesis	2023		Fri, April 7, 2023	Fri, April 14, 2023 at 3 P.M.	Fri, April 28, 2023 at 3 P.M.
Early for Summer[3]	2023	Mon, July 17, 2023	Fri, April 28, 2023	Fri, May 5, 2023 at 12 Noon	Fri, May 12, 2023 at 12 Noon
Summer	2023		Fri, July 28, 2023	Fri, August 4, 2023 at 3 P.M.	Fri, August 18, 2023 at 3 P.M.
Early for Fall[3]	2023	Mon, October 2, 2023	Fri, August 11, 2023	Fri, August 18, 2023 at 12 Noon	Fri, August 25, 2023 at 12 Noon
All deadlines are firm. Exceptions cannot be granted by TAD Services.		These deadlines are set by the registrar's office.	If you defend after this deadline, you will not graduate in your intended term.	The document's content must be final. Only formatting changes allowed after this date.	Students must meet the "Format Review Deadline" to qualify for this deadline. All steps in the TAD Process must be complete by this deadline.

[1] **Patton College of Education students**: Your final document should be sent to Chip Rice (ricer@ohio.edu) for initiation of the Turn It In (TII) process check for similarity and review by the home department and College no later than the Monday following the Oral Defense deadline. Documents submitted after this date may not be processed in time to meet subsequent TAD deadlines.
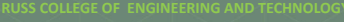
[2] **College of Health Sciences and Professions students:** Your document must be sent to Dr. Sally Marinellie (marinels@ohio.edu) for document edits and College approval no less than two weeks before the **Post-Defense Format Review Deadline**. For this reason, please schedule your oral defense at least two weeks earlier than the date shown in the table above.

[3] **Early Filing:** Deadlines cannot be moved. If you miss any deadline for your intended semester of graduation, you may avoid paying tuition and fees in the following semester if you meet the following requirements:

- You have no Visa restriction requiring you to be registered in the semester you graduate. (You can call International Student and Faculty Services at 740-593-4330 to confirm your eligibility.)
- You have no obligations to your home college (all coursework complete, all requirements met).
- You meet all posted "Early" deadlines.

** Please Note: University Offices are closed from December 26, 2022, through January 2, 2022, and will re-open January 3, 2023.

http://www.ohio.edu/tad

tad@ohio.edu

https://www.ohio.edu/graduate/etd

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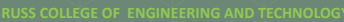
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Fall'22 Semester – Defenses

OU has returned to face-to-face instructions, and the Russ College operates under the before the Covid pandemic rules for thesis/dissertation defenses and proposal defenses.

Any exceptions to this requirement must be approved by the School and Dean's office before making any arrangement for the examination.

Explanation and approvals of exceptional cases must accompany the arrangement form when submitting.

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Applying for Graduation

PART 1: PRE-DEFENSE FORMS/PROCEDURE:
*Statement of Originality
*Arrangements for the Oral Thesis Examination/Dissertation Defense
*PDF of Thesis/Dissertation Document for Review and Plagiarism Check

Statement of Originality Form
From Dean's Office.
*Submit to provide your permission to run the plagiarism check on your thesis/dissertation/project document.
*Complete form and email a PDF document to **Jyl Steinberg (jyl.steinberg@ohio.edu)** so she may run the plagiarism check for you.
*This must be done and submitted to the Dean's Office TWO WEEKS BEFORE YOU PLAN TO DEFEND.
*PLAGIARISM CHECKS ARE REQUIRED BEFORE YOU ARE PERMITTED TO DEFEND.

Arrangements for the Oral Thesis Examination/Dissertation Defense
From Graduate Student Services.
https://www.ohio.edu/graduate/etd/oral-defense
*Signatures/Approvals from advisor and graduate chair are required
*This must be done and submitted to the Dean's Office TWO WEEKS BEFORE YOU PLAN TO DEFEND.
*THE ASSOCIATE DEAN FOR GRADUATE STUDIES MUST APPROVE THE ARRANGEMENT FORM BEFORE YOU ARE PERMITTED TO DEFEND.

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Applying for Graduation

PART 2: POST-DEFENSE FORMS/PROCEDURE:
*Report on the Oral Thesis Examination/Dissertation Defense
*PDF of Final Document for Review and Final Plagiarism Check

Report on the Oral Thesis Examination/Dissertation Defense
From Graduate Student Services.
https://www.ohio.edu/graduate/etd/oral-defense
*Signatures/Approvals from ALL committee members are required.
*This must be done and submitted to the Dean's Office after successful completion of the thesis/dissertation defense.
*Submit the final document in PDF format to **Jyl Steinberg (jyl.steinberg@ohio.edu)** to run the final plagiarism check on your thesis/dissertation/project document.
*THE ASSOCIATE DEAN FOR GRADUATE STUDIES MUST APPROVE THIS REPORT.

TAD Deadlines
*Review the Thesis and Dissertation Deadlines for the current academic year. **See following slides**

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Final Graduation Approval

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GRADUATION APPROVAL FORM
TERM/YEAR Summer 2019-20

First name _____ Last Name _____ PID# _____

Major/School/Department: Electrical Engineering and Computer Science ▼

This Section to be completed/verified by the DEPARTMENT/SCHOOL OFFICE:

Thesis/Dissertation/Project Advisor

This is a: THESIS _____   DISSERTATION _____   PROJECT _____

Date of entry into program: _____

If time has expired, was extension requested and granted? _____
Extension granted until: _____

Overall/Cumulative GPA: _____ *(must be 3.0)*

Total Hours REQUIRED for degree: _____
Thesis/Dissertation Hours Earned: _____
Conditions to Complete Degree: _____

MS CHECKLIST:
Official undergraduate degree transcript _____
Required coursework completed _____
Master's oral on thesis _____
Thesis filed _____
Hours this semester* _____

PHD CHECKLIST:
Official MS degree transcript _____
Required coursework completed _____
Ph.D. residency requirement _____
Ph.D. comprehensive exam _____
Scholarly discipline completed _____
Admitted to candidacy _____
Ph.D. oral exam _____
Dissertation filed _____
Hours this semester* _____

*Master's and PhD candidates must be registered for 1 hour, unless no services or advice is being received from the University or faculty, in which case, write in "Not Required" and initial.

This Section to be completed/verified by the DEAN'S OFFICE:

TAD Notification for thesis/dissertation acceptance:
Report on the Oral Thesis/Dissertation Examination Defense: _____
Statement of Originality: _____
Minimum accumulated hours earned: _____
Minimum accumulated GPA: _____

APPROVAL
This student will satisfy all departmental require-ments for the degree by the end of this quarter. I will notify the Dean's Office if there is any change.

_____
Graduate Committee Chairman   Date

DISAPPROVAL
This student will NOT meet requirements for graduation by the end of this quarter.

_____
Graduate Committee Chairman   Date

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Common Problems

- A 3.0 GPA must be maintained. <u>Graduate courses may not be retaken.</u>

- No Program of Study on file – <u>Student will be illegible for TA/GA assignment</u>

- <u>Not all courses on Program of Study have been taken</u>

- No evidence that a presentation was made in the EECS Graduate Research Seminar (EE 6981)

- Attempt to use invalid courses (e.g., MATH 5200 or computer programming courses or too many independent studies) to satisfy degree requirements

- Not registered for minimum graduate-level hours (you will <u>not</u> get paid!)

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Common Problems

- Writing thesis/dissertation
  - Document preparation
    - Seminars offered by Thesis and Dissertation (TAD) Services
    - More info here https://www.ohio.edu/graduate/etd   **See following slides**
  - English usage & grammar
    - Consider ELIP classes
    - More info here https://www.ohio.edu/cas/linguistics/elip/graduate-courses
  - Proper citation (plagiarism):
    - Final document will be electronically scanned
    - You will be required to sign a statement of originality
    - Technical Writing Seminar (ET 6020) helps, but be vigilant – when in doubt, ask your advisor
- **Leaving campus before completing <u>ALL</u> degree requirements is a bad idea**

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Communication

- E-mail
  - OHIO account (Exchange e-mail and calendar) assigned to all graduate students
    - You must set forwarding to other e-mail account(s) you prefer
  - Check frequently (at least daily)
    - We use e-mail for general announcements, as well as specifically contacting YOU

- EECS Graduate Programs Organization on Blackboard
  - Announcements
  - Document archive

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Contact Information

EECS Program Specific Information and Business

- Wojciech Jadwisienczak, EECS Graduate Chairman
  - Contact info:
    - Office: Stocker 331/333
    - Phone: 593-1572
    - E-mail: jadwisie@ohio.edu

Contact the Grad Chair office if you have questions about:
- **Classes and class conflict**
- **Instructors and project advisors**
- **EECS programs specifics and requirements, program of study**
- **Graduate committees**
- **MS/PhD thesis schedule and defenses**
- **TA/GA assignments**
- **Curricular Practical Training (CPT) & Optional Practical Training (OPT)**
- **Graduation check**

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Communication

Graduate Program Specific Information and Business

Jyl Steinberg

Graduate Program Administrator
Stocker Center 166
Dean's Office
✉ jyl.steinberg@ohio.edu
☎ 740.593.1481

Rachel Meyer

Graduate Program
Administrator
meyerr@ohio.edu
Stocker #183
740.593.9487

Contact the Graduate Program if you have questions about:
- **Graduate Programs Requirements**
- **Contracts**
- **Graduation Check**
- **Scheduling MS and PhD Defenses**
- **Plagiarism Check**
- **Final Graduation Check**
- **…. and much more…..**

russgradinfo@ohio.edu

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Contact Information

Graduate Program Director

Dr. Eric P. Steinberg

Professor (CE),
Associate Dean for Research and Graduate Education
steinber@ohio.edu
Stocker #153
740.593.1464

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English Proficiency Test

Applicable to all international students who:
* are not native English speakers
* plan to be TA

OU is eliminating the SPEAK Test Alternative form and replacing it with a new, online assessment for oral proficiency. The Graduate College will no longer accept the SPEAK Test Alternative form.

Background
The state of Ohio legally requires that programs verify the oral English proficiency of all teaching assistants. The primary way that we do that is through official scores on the IELTS (min. 6.5 Composite plus min. 7.0 Speaking) or iBT (min. 80 Composite plus min. 24 Speaking). For students who do not have official scores in that range, we need another way to assure oral proficiency before a TA contract can be approved.

New Test: the VET
Beginning spring'22, students who are not cleared for oral English proficiency will normally be asked to take the Versant Test of English (VET), a Pearson product. This is an approximately 25-minute online test, with a cost to students of $31.15 (when proctored by Pearson). This test has been piloted and carefully validated by OPIE over the fall 2021 semester.

For the moment, students who need to take the test should contact Dr. Gerry Krzic (krzic@ohio.edu).

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Class and Lab Safety

Ohio University provides a safe and secure environment within which students can successfully pursue their academic and personal goals. Occasionally, students exhibit behavior or communicate in a fashion that raises concern - for the student's welfare or for the welfare of others in the community. In order to best respond to such occurrences, the Office of the Dean of Students maintains and coordinates the activities of the Student Review and Consultation Committee (SRCC).
For more info see here https://www.ohio.edu/student-affairs/dean-of-students/reporting-concerns-about-student

When students exhibit behavior or communicate in a fashion that raises concern shall be reported to the School directly Dr. Avinash Karanth (Chair) karanth@ohio.edu, Dr. Wojciech Jadwisienczak (Grad Chair), jadwisie@ohio.edu and Dr. Costas Vassiliadis (Associate Chair) vassilia@ohio.edu.

If TA is performing unsupervised class or lab activities feels the situation warrants immediate attention, shall approach immediately:
- The course instructor
- The School authorities listed above
- In case of not being able to communicate with the above contacts:
  - Office of the Dean of Students directly at 740-593-1800
  - Ohio University Police Department at 740-593-1911.

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Lab Safety Training
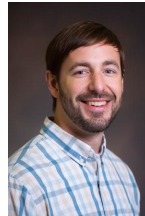
Jared Schlicher

Laboratory Coordinator
Stocker Center 321B
Electrical Engineering and Computer Science
✉ schliche@ohio.edu
📞 740.593.1564

For Ohio University laboratory safety guideline see
https://www.ohio.edu/facilities/safety/radiation-safety/lab

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Announcement   Classroom COVID-19 policies

COVID-19 Policies: If you do test positive or need to isolate or quarantine this semester (Fall'22), after you have taken care of yourself and followed all the steps in the OHIO COVID-19 Protocol, please email the Instructor so that we can develop a plan for you to receive the necessary course content. COVID-related illness, quarantine, isolation, and remain-in-room directives are legitimate university absences, and I will work with you to manage your academic requirements and connect you to resources. If you feel that your class performance is being impacted by COVID-19, please talk with the Instructor and/or contact Public Health Operations by email (PHO@ohio.edu). The University has information about resources available to help with quarantine and isolation here (https://www.ohio.edu/coronavirus/protocol).

Regarding masking: Based on CDC guidelines, the Athens Campus is currently (August 2022) at a medium COVID-19 community level. Therefore, **masks are recommended** during scheduled class and class-related activities in classrooms, laboratories, studios, and other learning spaces. The mask guidance could change, so please monitor your emails.

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Announcement

All EECS graduate students will receive communication from the Grad Chair regarding:

1. PoS on file:
   If missed or outdated then students MUST submit a new approved PoS by December 1, 2022.
   New students will submit PoS by deadline specified in the Guidelines

2. Reminder to provide updates on Graduation Check including:
   Number of terms in the program (6 or 7-year limit, 10 or 12 terms for tuition waiver)
   Completed credits by end of fall 2022
   Credits registered in fall 2022
   Completed EE6981 Grad Seminar credits and presentation by end of fall 2022
   Completed ET6020 Technical Writing Seminar credit
   Completed EE6950/CS6950/EE8950 Thesis credits (9 CR) / Dissertation credits (54 CR)
   MS students - External representative selection, MS Thesis defense date
   PhD students - Comprehensive exams Part A&B dates, external representative(s) selection
   Dissertation Proposal defense date, PhD Dissertation defense date
   Versant Test of English (VET) for prospective new TAs

Please comply with the above request before Graduation Check by the designated deadline.   *!!!*

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Announcement
International Travel

- All international travel must be approved in advance by the Russ College
  - Only if you've travelling for academic purposes (attend a workshop, present a paper, conduct research, etc.)
- Rules for international travel
  - Depending on where you are travelling, we may require a small amount of training
    - Personal safety
    - Protection of intellectual property
  - **No unencrypted laptops or tablets should leave the country!**

For COVID, there are additional steps…see me for details if the need arises this year

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