

New EECS Graduate Student Orientation

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Graduate Chairman and Professor (Electrical Engineering)
School of Electrical Engineering and Computer Science

August 30, 2024, 5:00 pm, online TEAMS

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

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 2024
- Common Problems
- Communication
- Contact Information
- Questions?



EECS Graduate Degree Programs

- Master of Science in Electrical Engineering (MSEE)
 - Degree Code: MS7253 Thesis
 - Degree Code: MS7239 Non-Thesis
- Master of Science in Computer Science (MSCS)
 - Degree Code: MS7260 Thesis
 - Degree Code: MS7240 Non-Thesis
- Doctor of Philosophy (PhD)
 - Degree Code: PH7267
 - Entry with either M.S. or B.S. degree
 - MS students who excel in academic and research performance may consider opening a new track and applying for admission to direct entry PhD with BS degree



MSEE Requirements

Requirement	Thesis Option	Project Option
Breadth Coursework	6	6
EE 6000-level Coursework	6	15
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	33
Thesis/Project EE6950/EE6943	6	0
TOTAL	33	36

Independent study course – see guidelines for your program



MSEE Requirements – Guidelines

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



School of Electrical Engineering and Computer Science

Russ College of Engineering and Technology

Requirements and Guidelines Master of Science Degree in Electrical Engineering

EFFECTIVE FOR ENTRY TERM FALL SEMESTER 2012 -or- LATER.

This document, along with the Program of Study form, supersedes any other written documentation (including DARS).

I. Minimum Entrance Requirements

Admission to the M.S. Program in EECS is subject to final approval by the EECS Graduate Committee. The following are minimum requirements that are used by the EECS Graduate Committee in evaluating applications. Students meeting these guidelines will be selected on a competitive basis.

- a) Minimum Qualifications to Apply for Unconditional Admission:
 1. Bachelor of Science degree in Electrical Engineering or Computer Engineering.
 2. Undergraduate GPA of 3.0/4.0 or equivalent.
 3. Graduation from an ABET-accredited program.
- b) Applicants for admission from non-accredited programs, or with an undergraduate GPA below 3.0, or with a non-EE major in a related area, will be more carefully evaluated for admission by the EECS Graduate Committee. Remedial work for such applicants may be required.

II. Degree Requirements

- a) **Breadth requirement**

On the Program of Study, the student will indicate his/her "research area of interest" from the list of areas provided (the major advisor must approve this selection). The breadth requirement states that you must take (and list on the Program of Study) two courses that fall outside your area. It is usually obvious whether a course falls inside or outside the area but consult the Graduate Programs Office for clarification if necessary.
- b) **Grade point average for graduation**

In order for the Master of Science degree to be awarded, a candidate must have earned a grade point average no lower than 3.0 for all formal course work taken at Ohio University.
- c) **Additional Grade Standards**

No more than six (6) semester hours of grades at B-, C+, or C may be applied toward fulfilling degree requirements, i.e., for all course work used to fulfill the course requirements on the Program of Study. In addition, no hours below a grade of C may be applied toward fulfilling degree requirements. Nine (9) or more semester hours below B- will result in the removal of the student from the M.S. program.
- d) **Probation Status**

A candidate having an overall grade point average below 3.0 will be placed on probation status.

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MSEE Requirements – Program of Study

School of Electrical Engineering and Computer Science Russ College of Engineering and Technology

Program of Study
Master of Science Degree in Electrical Engineering
EFFECTIVE FOR ENTRY TERM FALL SEMESTER 2012 -or- LATER.

This form, along with the Program and Guidelines document, supersedes any other written documentation (including DARS).

NOTE: Submit form to the EECS Graduate Programs Office, Stacker 331, for Graduate Chair's approval and signature. A final copy will be forwarded to your OHIO email.

Student's area of interest: (choose from circuits/electronics, controls, optoelectronics, electromagnetics, power/energy/power electronics, digital systems, communications, avionics, or signal/image processing.) See Graduate Chair if questions arise.

Area of Interest		
Course Number	Course Title ¹	Credit Hours
Breadth requirement: two EE courses outside the area of interest (some of these may fall into other categories)		
(6 hours required)		
EE Courses 6000 Level and Above		
Total EE hours 6000 level and above (6 required for thesis option, 9 for project option)		
Non-EE Courses 6000 Level and Above ²		
Total hours 6000 level and above (9 required for thesis option, 12 for project option)		
5000 Level EE Courses		

¹ Course titles must correspond to those printed on [grade reports](#).
² Most courses in Computer Science, Mathematics, Physics, and other engineering disciplines are acceptable. Programming language courses are not acceptable.

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5000 Level Non-EE Courses ³		
Totals		
Total EE Hours (minimum 12 required)		
Total Formal Course Hours (24 required for thesis option, 27 for project option)		

Graduate Research Seminar		
EE 6981		(2 hours required)
Technical Writing Seminar		
ET 6020		(1 hour required)
Project or Thesis (select one)		
EE 6943	Project	(3 hours required)
EE 6950	Thesis	(6 hours required)
Total Hours (33 required for both thesis and project options)		

Student Name _____	Signature _____	Date _____
Student OHIO email address _____		
Major Advisor Name _____	Signature _____	Date _____
EECS Committee Member Name _____	Signature _____	Date _____
EECS Committee Member Name _____	Signature _____	Date _____
EECS Graduate Chair _____	Signature _____	Date _____

³ MATH 5200 is not acceptable.

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

MSCS Requirements

Requirement	Thesis Option	Project Option
Foundation Requirement	6	6
Depth Requirement	12	27
Total Coursework	18	33
Graduate Research Seminar EE6981	2	2
Technical Writing Seminar ET6020	1	1
Thesis/Project CS6950/EE6943	9	0
TOTAL	30	36

Independent study course – see guidelines for your program



MSCS Requirements – Guidelines

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

School of Electrical Engineering and Computer Science *Russ College of Engineering and Technology*

Requirements and Guidelines
Master of Science Degree in Computer Science

EFFECTIVE FOR ENTRY TERM FALL SEMESTER 2016 -or- LATER.

This document, along with the Program of Study form, supersedes any other written documentation (including DARS).

I. Minimum Entrance Requirements

Admission to the M.S. Program in EECS is subject to final approval by the EECS Graduate Committee. The following are minimum requirements that are used by the EECS Graduate Committee in evaluating applications. Students meeting these guidelines will be selected on a competitive basis.

a) Minimum Qualifications to Apply for Unconditional Admission:

1. Bachelor of Science or Bachelor of Arts degree in Computer Science, Computer Engineering, or a closely related discipline.
2. Undergraduate GPA of 3.0/4.0 or equivalent.

b) Applicants for admission from non-accredited programs, or with an undergraduate GPA below 3.0, or with degrees in a related area, will be carefully considered for admission by the EECS Graduate Committee. Remedial work for such applicants may be required.

II. Requisites

The following, or their 3000-level equivalents, are requisites for admission to the program. Students without credit in these courses or their equivalents should be prepared to obtain credit in all four (4) before continuing in the program.

CS 5000D	Introduction to Discrete Structures
CS 5200D	Organization of Programming Languages
CS 5420	Operating Systems I
CS 5610D	Data Structures

III. Degree Requirements

a) **Foundation requirement**

All students must take the following two (2) courses:

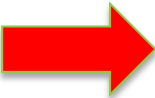
CS 5060	Computation Theory
CS 6040	Advanced Algorithms

These two courses provide the foundation for graduate-level work in computer science. Students must obtain a grade of B or better in these courses.

Ohio University graduates who have credit for the 4000-level versions of the first course above may use this course to satisfy the foundation requirement provided the grade received was B or better. If the foundation course is not taken for this reason, another graduate-level CS course at the same or higher level must be taken to replace it.

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- If a student took the requisite courses or their equivalents outside of OU, then must request a waiver. The School Graduate Committee will review a request for the requisite courses' waivers based on the MS7260 Guidelines.
- Please communicate with the Grad Chair office and provide:
 - BS transcript
 - Original CS course syllabi



CS 5000D	Introduction to Discrete Structures
CS 5200D	Organization of Programming Languages
CS 5420	Operating Systems I
CS 5610D	Data Structures

MSCS Requirements – Program of Study

School of Electrical Engineering and Computer Science Russ College of Engineering and Technology

Program of Study Master of Science in Computer Science

EFFECTIVE FOR ENTRY TERM FALL SEMESTER 2016 -or- LATER.

This form, along with the Program and Guidelines document, supersedes any other written documentation (including DARS).

NOTE: Submit form to the EECS Graduate Programs Office, Stocker 331, for Graduate Chair's approval and signature. A final copy will be forwarded to your OHIO email.

Course Number	Course Title ¹	Credit Hours
Prerequisites²		
CS 5000D	Introduction to Discrete Structures	
CS 5200D	Organization of Programming Languages	
CS 5420	Operating Systems I	
CS 5610D	Data Structures	
Foundation Requirements³		
If you took the undergraduate equivalent, place an (x) in the box and list replacement course in the "Other Courses" section. If you did not take the undergraduate equivalent, place a "3" in the credit hours box.		
CS 5060	Computation Theory	(x)
CS 6040	Advanced Algorithms	
Total hours in this section (6 required)		
Depth Requirement⁴		
Choose 4 courses (thesis option) or 6 courses (project option). At least 4 courses must be at the 6000-level		
Total hours in this section (12 required for thesis option, 18 for project option)		
Other Courses⁵		

¹ Course titles must correspond to those printed on [grade reports](#).

² Requisite courses do not count toward the M.S. degree.

³ Courses taken at the undergraduate level should not be repeated. Courses at the same level or higher must be substituted in these cases.

⁴ See the latest version of Approved Courses for the MSCS Depth Requirement. Other courses must be approved in advance by the EECS Graduate Chair.

⁵ List any other courses required for your program of study.

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		Total hours in this section
Graduate Research Seminar		
EE 6981		(2 hours required)
Technical Writing Seminar		
ET 6020		(1 hour required)
Thesis or Project (select one)		
CS 6950	Thesis	(9 hours required)
EE 6943	Project	(3 hours required)
		Total Hours (30)

Student Name _____	Signature _____	Date _____
Student OHIO email address _____		
Major Advisor Name _____	Signature _____	Date _____
EECS Committee Member Name _____	Signature _____	Date _____
EECS Committee Member Name _____	Signature _____	Date _____
EECS Graduate Chair _____	Signature _____	Date _____



Take these courses
or
request waiver

See next slide

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



CSMS Program - Prerequisites

- Students with B.S. in areas other than Computer Science and admitted to the MS7260 program **should have all required courses completed before registering for advanced graduate courses**. Requisite courses:
 - CS5000D Intro to Discrete Structures
 - CS5200D Organization of Programming Languages
 - CS5420 Operating Systems I
 - CS5610D Data Structures
- Students who believe that took equivalent courses outside of OU and would like to be exempt from taking requisite courses at OU **must submit a request including:**
 - **B.S. transcript showing all CS courses taken up to date.**
 - **Detailed syllabus of the course you want to be recognized as a substitute for the required course.**
 - **Written request for a waiver to the Grad Chair office**
- A complete request for a waiver must be submitted to the Grad Chair office (jadwisie@ohio.edu) **no later than the end of the second week of the semester** they are enrolled in the CS7260 program



CSMS Program – Foundation Requirements

The CS5060 Computation Theory will not be offered in the fall of 2024.

Please see the OU Course Offering online for confirmation for the spring of 2025.

<https://webapps.ohio.edu/classes/search>

The CS5060 is required for the Foundation Requirement (MS7260)

- Students can substitute CS5060 with MATH 5600 Introduction to Numerical Analysis with no approval needed from the School.
- Students can substitute CS5060 with another grad-level course at the University whose foundation is mathematical, and the School Grad Committee will be asked for approval. These are courses already approved:

EE 6053 Satellite Navigation Systems

MATH 5110 College Geometry

CS 5170 Data Mining

CS 5150 Data Science: Algorithms, Processes, and Applications

MATH 5530 Statistical Computing

CS 5350 Fundamentals of Game Engine Design

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



Russ College of Engineering and Technology Thesis Submission Checklist

<https://www.ohio.edu/graduate/current-students/thesis-dissertation-services>

This checklist is in addition to the Graduate College Thesis and Dissertation (TAD) Process Checklist.

First Year

Recommended:

- Meet faculty members who are doing research that interests you and take their classes.
- Get advice on which courses to take.
- Search for funding and employment opportunities.
- Seek an advisor and work together to finalize a research topic.

Required:

- Attend orientation session.
- By the end of your first year, submit a course of study to your graduate chair for approval.
- Submit the approved final course of study to the Russ College Graduate Program Administrators (russgradinfo@ohio.edu) via email.

Second Year

- Take steps to develop and defend your thesis.
- Take the Russ College's graduate writing course.
- Select faculty members to serve on your thesis committee. Submit the MS Committee & External Representative form to the Russ College Graduate Program Administrators (russgradinfo@ohio.edu) via email for approval by the Associate Dean for Research and Graduate Education.

Thesis Defense Preparation

- Submit Arrangement for Thesis Proposal Defense to the Russ College Graduate Program Administrators (russgradinfo@ohio.edu) via email for approval by the Associate Dean for Research and Graduate Education at least 14 days prior to the proposed defense date. (Chem, ISE, and ME Only)
- Submit a Report on Thesis Defense Proposal to the Russ College Graduate Program Administrators (russgradinfo@ohio.edu) via email. (Chem, ISE, and ME Only)

Submit the following 3 items at the same time to the Russ College Graduate Program Administrators (russgradinfo@ohio.edu) via email.

- Statement of Originality
- Your thesis for pre defense plagiarism check by Russ College Graduate Program Administrators (russgradinfo@ohio.edu) via email.
- Final Arrangement for Thesis Defense form for approval by the Associate Dean for Research and Graduate Education at least 14 days prior to the proposed defense date to Russ College Graduate Program Administrators (russgradinfo@ohio.edu) via email.

After the Thesis Defense

- Submit your thesis for post defense plagiarism check by Russ College Graduate Program Administrators (russgradinfo@ohio.edu) via email after any corrections or changes are completed.
- Submit Report on Final Thesis Defense to the Russ College Graduate Program Administrators (russgradinfo@ohio.edu) via email for approval by the Associate Dean for Research and Graduate Education.

Upon completion of all Russ College of Engineering and Technology requirements the Russ College Graduate Program Administrators will submit your approved final thesis defense report along with a statement regarding your plagiarism check to the Graduate College, Thesis and Dissertation (TAD) Office.



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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



PhD Requirements – Program of Study

School of Electrical Engineering and Computer Science

Russ College of Engineering and Technology

Program of Study

Doctor of Philosophy in Electrical Engineering and Computer Science

Effective for students who are beginning Fall 2012 or later.

This form, along with the Program and Guidelines document, supersedes any other written documentation (including DARS).

- Turn in to the Graduate Secretary in Stocker 331. After the Graduate Chair has signed your program of study, you will receive a copy in your EECS mailbox.

Course Number	Course Title ¹	Credit Hours
EE/CS Courses 6000 Level and Above ²		
Total EE/CS hours 6000 level and above (min 9 required)		
Math and/or Science Courses 6000 Level and Above ³		
Total Math/Science hours 6000 level and above (min 6 required)		
Total hours 6000 level and above (min 15 required)		
Graduate Research Seminar		
EE 6981 CS 6980		(2 hours required)
Technical Writing Seminar		
ET 6020		(1 hour required)
Dissertation		
EE 8950	Dissertation	(54 hours required)
Total Hours (min 72 required)		

¹ Course titles must correspond to those printed on [grade reports](#).

² Do not list EE 6981 or CS 6980 Graduate Research Seminar here.

³ Most 6000 level courses in Mathematics, Physics, and Biology are acceptable.

School of Electrical Engineering and Computer Science

Russ College of Engineering and Technology

_____ Student Name	_____ Signature	_____ Date
_____ Student OHIO email address		
_____ Major Advisor Name	_____ Signature	_____ Date
_____ EECS Committee Member Name	_____ Signature	_____ Date
_____ EECS Committee Member Name	_____ Signature	_____ Date
_____ EECS Committee Member Name	_____ Signature	_____ Date
_____ EECS Graduate Chair	_____ Signature	_____ Date

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

PhD Requirements – Guidelines

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

School of Electrical Engineering and Computer Science

Russ College of Engineering and Technology

Requirements and Guidelines Ph.D. in Electrical Engineering and Computer Science

EFFECTIVE FOR ENTRY TERM FALL SEMESTER 2014 -or- LATER.

This document, along with the Program of Study form, supersedes any other written documentation (including DARS).

I. Minimum Entrance Requirements

Admission to the Ph.D. program is considered for applicants who either, currently hold an M.S. degree or those who seek direct entry to the Ph.D. program with a B.S. degree.

Normally, an M.S. and/or B.S. degree in Electrical Engineering, Computer Engineering, or Computer Science is expected. Those with an M.S. and/or B.S. degree in a related field will be considered. In all cases, excellent academic performance at the M.S. and/or B.S. level is expected. The applicant's background should reflect an ability to carry out independent supervised research.

II. Definitions

The "graduate committee," or "EECSGC," is a standing committee appointed annually by the School Chair and whose function is to administer the graduate programs of the school.

A student's "examining committee" is defined in Section IV (c).

The two committees are separate and distinct bodies; however, in some cases there may be one or more members of the EECSGC on a particular student's examining committee.

III. Degree Requirements

A. Coursework Requirements – Ph.D. with M.S.

- a) At least 15 semester hours of formal coursework, at the 6000-level or above is required. Additional coursework may be required in cases where the student's background is found to be insufficient. The need for additional coursework will be assessed by the examining committee. Independent Study or other informal coursework will not count toward the required 15 credit hours.
- b) At least 9 semester hours of formal coursework must be in EE and/or CS at the 6000-level or above. At least 3 semester hours of formal coursework must be in mathematics or the natural sciences at the 6000-level or above is required, exceptions must be pre-approved. The coursework must be arranged so that the major emphasis is in a single area of EECS (namey, the student's chosen area of specialization). All coursework to be applied to the Ph.D. degree requirements must be approved by the EECS faculty members on the student's examining committee and the Chair of the EECSGC.
- c) No credit hours below a grade of B may be counted toward the Ph.D. program requirements. More than 6 semester hours below a grade of B will automatically drop the student from the program. The student must maintain a 3.0/4.0 grade point average to remain in the program. Students failing to maintain a 3.0/4.0 grade point average may petition the EECSGC to remain in the program for one additional semester, during which the student's grade point average must be corrected to at least 3.0/4.0. Only one such petition is allowed during the degree program.

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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.



Advisor and Committee

- EECS graduate students are not assigned advisors! **and Dr. J will not do it.**
 - Consider research faculty technical interests and specialties
 - <https://www.ohio.edu/engineering/eecs/people/faculty>
 - 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!)
 - Student can change advisor if necessary



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



General Comments on PoS

- Lists courses you plan to take to fulfill degree requirements
 - Audited courses do not count, must obtain permission to audit UG and G courses
- **Must be on file during your second semester or after collecting 9 credits of formal coursework**
 - 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 before substitute courses are taken
 - Programs of study can be changed
 - Forms are available at

<https://www.ohio.edu/engineering/eecs/academics/graduate/documents>



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 office 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>



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
<https://www.ohio.edu/graduate/current-students/thesis-dissertation-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



Financial Support

**The School is the initiator of all financial support; however, does not control all the graduate contract approval steps.
Look for postings through the Grad College and HR.**

- 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



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). English approval process is not controlled by the School or Grad Chair's office. Please contact the Graduate College with questions.**
 - The School has the right to revoke the award due to unsatisfactory performance
 - A good way to gain instructional experience



Financial Support

- Graduate Assistantships (GAs) – currently not offered
 - Awarded by the School of EECS through the operating budget every semester
(GA/TA/RA assistantship ARE 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



Financial Support

- **NEW!** Beginning January 1, 2024 forward, students pursuing the MS Non-Thesis option are not eligible for TA/GA support unless special circumstances occur
- **NEW!** Students pursuing the MS Non-Thesis option are eligible for RA support offered by faculty.



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
 - GAANN/TA \$10k 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 each 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



Financial Support

- Stocker RA and EECS TA/GA positions
 - All positions are currently filled
 - Should a position open, all EECS graduate students will automatically be considered
 - Applications are solicited each semester, email Dr. J expressing interest to be TA/GA
 - 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



Financial Support

- If you have a graduate appointment as (S)RA, TA, GA or GAANN:
 - Complete required employment forms **in person** at the Graduate College or Payroll Office
<https://www.ohio.edu/hr/compensation-pay/payroll-services/payroll-services>
 - 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 as soon as possible but no later than 30 days after the first day of employment**
 - Personnel Data Profile
 - Employee's Withholding Allowance Certificate (IRS Form W-4)



!!! Request for Optional Exemption to OPERS !!!

- *OPERS Exemption:* Students who do not have a social security card, who wish to opt out of OPERS utilizing their student exemption, will need to contact **University Human Resources (UHR) at 740-593-1636**. When they call UHR, they will need to ask for their (the student's) unique identifier to complete the OPERS election process.
- *Please note that students only have 30 days from the start of their **fall'24 contract** to opt out of OPERS. Students must have their exemption completed regardless of when they receive the first email from OPERS by the designated deadline.*



Mandatory Fraud Reporting Training

Mandatory Fraud Reporting Training Due By October 29

Due to new state requirements, all Ohio University employees must complete a fraud reporting training program during the fall semester.

The video for the state-mandated training program takes less than 8 minutes to complete, and the training program as a whole will take less than 11 minutes to complete.

[Student employees can take the training program here.](https://ohiostudents-oh.vectorlmsedu.com/training/home)

<https://ohiostudents-oh.vectorlmsedu.com/training/home>

The training is focused on the state of Ohio's fraud reporting system and provides information on the means of reporting fraud, waste, and abuse. All students receiving financial support from the EECS are required to complete the training by Oct. 29, 2024.



CPT and OPT (1)

Curricular Practical Training (CPT) is defined by U.S. immigration regulations as “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the schools.” [8CFR 214.2(f)(10)(i)]. If you are considering an unpaid internship, please read the section below on Unpaid Employment.
<https://www.ohio.edu/international-student-scholar-services/current-student-f1-employment#CPT>

Pre- and Post-Completion Optional Practical Training (OPT)

Optional Practical Training (OPT) is one year of employment authorization that is intended to allow students a chance to gain practical experience in their field of study. All work done under OPT must be related to the student’s degree studies. When OPT is approved by United States Citizenship and Immigration Services (USCIS), the student will receive an Employment Authorization Document (EAD) which authorizes employment for a specific time period. OPT may be used during the degree program or after graduation. If you are considering an unpaid internship, please read the section below on Unpaid Employment.
<https://www.ohio.edu/international-student-scholar-services/current-student-f1-employment>

EE6910 Graduate Internship This course is not required for any graduate programs in the School. It is available to qualified graduate students with permission only. Interested students shall discuss their internship plans with advisors and submit a complete request including justification for the internship, advisor’s support letter, job offer letter containing specifics on how the internship will enhance the student’s research experience, academic training, and successful completion of the graduate program to the Grad Chair’s office at least 4 weeks before the internship start date.



Graduate Internship

EE6910 Graduate Internship This course is not required for any graduate programs in the School. It is available to qualified graduate students with permission only.

Interested students shall discuss their internship plans with advisors and submit a complete request including justification for the internship, advisor's support letter, job offer letter containing specifics on how the internship will enhance the student's research experience, academic training, and successful completion of the graduate program to the Grad Chair's office **at least 4 weeks before the internship start date.**



Please Remember

- **Before requesting CPT or OPT**
 - The EECS does not require internships or industrial experience for the MS or Ph.D. graduate programs
 - Maintain good academic standing according to the relevant MS or Ph.D. Guidelines
 - Have current PoS on file
 - Discuss the need for CPT for the successful completion of an MS Thesis or Ph.D. Dissertation with advisor
 - Submit CPT/OPT completed form, CPT/OPT Supplemental form endorsed by an advising faculty, and written justification of how CPT is requested and how it will contribute to the MS/Ph.D. research project
 - **All grads pursuing CPT must register for 6910 Graduate Internship (by permission only)**
 - See the Grad Chair for advice if necessary.



Fall & Springall Semesters

- Preliminary Advising (ASAP)
 - 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 Chair for referral, if necessary. All grads registering for 6940 under Dr.J for a given semester must report to the Grad Chair on the progress in selecting a research advisor before the end of an academic term.



Fall Semester

- See Fall 2024 Course Offerings on the Registrar's website
 - <https://webapps.ohio.edu/classes/search>
- Typical course load
 - Three courses (9 – 12 credit hours)
 - EE/CS, other engineering, math, or science courses (e.g., physics, biology)
- If you have been awarded (S)RA, TA, or GA appointment, you must meet the minimum graduate-level registration
 - **18 credit hours for MS / 18 credit hours for Ph.D.**
 - Register for research hours:
 - EE6940 (MSEE)
 - CS6940 (MSCS)
 - EE8940 (PhD)
 - Until you **DO NOT** have an advisor, you can register, with permission, under Dr. Wojciech Jadwisienczak, EECS Graduate Chairman ([see previous slide](#))



Thesis and Dissertation Deadlines Academic Year 2024-2025

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 0.5 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	Post-defense Format Review Deadline	Final Clearance Deadline: TAD Process Complete
Fall Dissertation	2024	Mon, September 23, 2024	Fri, October 25, 2024	Fri, November 1, 2024 at 3 P.M.	Fri, November 15, 2024 at 3 P.M.
Fall Thesis	2024		Fri, November 15, 2024	Fri, November 22, 2024 at 3 P.M.	Fri, December 6, 2024 at 3 P.M.
Early for Spring ²	2024	Mon, February 17, 2025	Fri, December 20, 2024	Thur, January 2, 2025 at 12 Noon	Fri, January 10, 2025 at 12 Noon
Spring Dissertation	2025		Fri, March 14, 2025**	Fri, March 21, 2025 at 3 P.M.	Fri, April 4, 2025 at 3 P.M.
Spring Thesis	2025		Fri, April 4, 2025	Fri, April 11, 2025 at 3 P.M.	Fri, April 25, 2025 at 3 P.M.
Early for Summer ²	2025	Mon, July 14, 2025	Fri, April 25, 2025	Fri, May 2, 2025 at 12 Noon	Fri, May 9, 2025 at 12 Noon
Summer	2025		Fri, July 25, 2025	Fri, August 1, 2025 at 3 P.M.	Fri, August 15, 2025 at 3 P.M.
Early for Fall ²	2025	Mon, September 29, 2025*	Fri, August 8, 2025	Fri, August 15, 2025 at 12 Noon	Fri, August 22, 2025 at 12 Noon
All deadlines are firm. Exceptions cannot be granted by TAD Services.		These deadlines are set by the registrar's office. *This is tentative and will not be finalized until Feb/Mar 2025.	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 **College of Health Sciences and Professions students:** Your document must be sent to Dr. Sally Marion-Fetty (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.

² **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 Scholar 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 23, 2024 through January 1, 2025 and will re-open January 2, 2025.

** Please Note: This deadline falls during spring break, please plan accordingly.

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



Thesis and Dissertation (TAD)



[TAD Forms & Templates](#)



[TAD Deadlines](#)



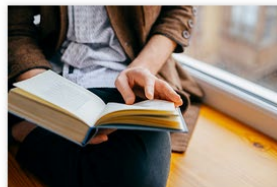
[Dissertation Writing Support Program](#)



[Schedule an Appointment \(Bookings\)](#) 



[Filing "Early For"](#)



[Copyright, Plagiarism, and Publishing Information](#)



[Timelines and Planning](#)



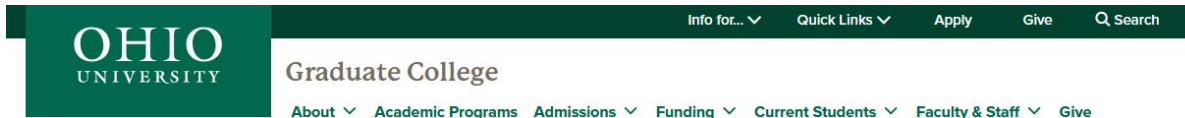
[TAD Testimonials](#)

<https://www.ohio.edu/graduate/current-students/thesis-dissertation-services>



OHIO
UNIVERSITY

Thesis and Dissertation (TAD)



2024-25 Dissertation Writing Support Program



[OHIO](#) » [Graduate College](#) » [Current Students](#) » [Thesis and Dissertation Services](#) » [Dissertation Writing Support Program](#)

The 2024-25 Dissertation Writing Support Program registration is now open at [this link](#).

<https://www.ohio.edu/graduate/current-students/thesis-dissertation-services/writing-support-program>

Overview of Weekly Writing Group Meetings

Saturday Writing Groups

These will take place every Saturday of the Fall 2024 semester, beginning on September 14th, 2024.* They will take place in-person in Alden Library, Rm 251, as well as virtually via Teams.

In person will be from 10AM to 6PM, while the virtual option will take place from 10AM to 2PM.**



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 **Rachel Meyer at meyers@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.



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 **Rachel Meyer at meyers@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



Final Graduation Approval

 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 requirements 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



Common Problems

- A 3.0 GPA must be maintained. Graduate courses may not be retaken.
- No Program of Study on file – Student will be illegible for TA/GA assignment
- Not all courses in the Program of Study have been taken
- No evidence that a presentation was made in the EECS Graduate Research Seminar (EE6981)
- Attempt to use invalid courses (e.g., MATH5200 or computer programming courses or too many independent studies) to satisfy degree requirements
- Not registered for minimum graduate-level hours (you will not get paid!)
- Only courses in approved PoS can be counted toward the Program requirements.
- If you want a course to be counted toward the Program requirements, you must obtain permission before registering.



Common Problems

- Writing thesis/dissertation
 - Document preparation
 - Seminars offered by Thesis and Dissertation (TAD) Services
More info here <https://www.ohio.edu/graduate/etd>
 - 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 (**ET6020**) helps, but be vigilant – when in doubt, ask your advisor
- **Leaving campus before completing ALL degree requirements is a bad idea**



International Students

The School was notified that the ISSS office is extremely short-staffed at this time due to the departure of Jennifer Nisevich and Andy Badii from the ISSS.

The situation may not be improved soon, therefore in the meantime, please be patient when requesting their assistance. Please allocate extra time to process any request or paper approval.

If you need something quickly, please send all the info to iss@ohio.edu so that they can route it properly.

Please note that ISSS is moving as quickly as possible and the EECS or Grad Chair's office will not be able to speed up your request if you do any business with ISSS at the last minute.



Social Security Letters for International Students

All international students must apply for a social security number (SS#). Please request a letter from the Graduate Chair office printed on the school's letterhead, complete and sign the document in INK (SSA requires wet signatures) before you deliver it to the ISSS office.



Communication

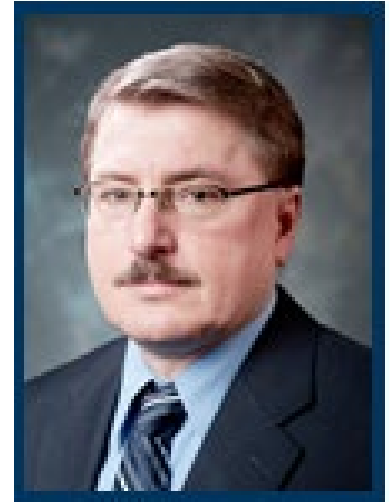
- E-mail
 - OHIO account (Exchange e-mail and calendar) assigned to all graduate students
 - You must set forwarding to other e-mail account(s) you prefer
 - Check frequently (at least daily)
 - We use e-mail for general announcements, as well as specifically contacting YOU



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 (PoS)
- Graduate committees
- MS/PhD thesis schedule and defenses
- TA/GA assignments
- Curricular Practical Training (CPT) & Optional Practical Training (OPT)
- Graduation check

Communication

Graduate Program Specific Information and Business



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

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



English Proficiency Test

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. The VET test is not administrated by the Department, and it must be approved by the International Student Services. This is an approximately 25-minute online test, with a fee. This test has been piloted and carefully validated by the OPIE program.

For the moment, students who need to take the test should contact Dr. Andy Ray, raya@ohio.edu, Director of International Student Services, Dr. Gerry Krzic, krzic@ohio.edu, Director of Ohio Program of Intensive English.



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.



Lab Safety Training

Jared Schlicher

Laboratory Coordinator

Stocker Center 321B

[Electrical Engineering and Computer Science](#)

✉ schliche@ohio.edu

☎ [740.593.1564](tel:740.593.1564)



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

TA Application for Spring '25

TA applications will be accepted in May of 2024. Before submitting an application, please collect the following information:

Number of terms in the program (6 or 7-year limit, 10 or 12 terms for tuition waiver)

Completed credits by the end of fall 2024

Credits registered in spring 2024

Completed EE6950/CS6950/EE8950 Thesis credits / Dissertation credits

MS students with PoS approved - External representative selection, MS Thesis defense date

Ph.D. students with PoS approved - Comprehensive exams Part A&B dates, external representative(s) selection, Dissertation Proposal defense date, Ph.D. Dissertation defense date

International students – confirm English Proficiency status and eligibility for TA, complete VET test if necessary.

Confirm that you are eligible for TA (English Proficiency and funding eligibility)

Please comply with the above requirements before submitting an TA application by December 1, 2025.

!!!



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!**



Graduate Appointments, Employment, and Benefits

In addition to awards administered by individual colleges or programs, Ohio University offers several awards and fellowship opportunities to outstanding graduate students across the institution. The following opportunities are available for the 2024 - 2025 academic year. For more info see

<https://www.ohio.edu/graduate/funding/awards-fellowships>



Original Work Grant and Travel Award

The Graduate College, in collaboration with the Graduate Student Senate, offers current graduate students two grant opportunities to support their research, scholarship and creative activities. For more info see

<https://www.ohio.edu/graduate/funding/awards-fellowships>



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