ECE Graduate Policies and Guidelines

November 13, 2020
TRICIA BRANDENBURG
Graduate Program Coordinator

Been with the ECE Department for 16 years.

Worked at Utah State University for 29 years.

Got Bachelor of Science Degree from Utah State University in 1997.

Enjoy working with students and getting to know them.
GENERAL INFORMATION

Contact me before going to the Graduate School. I can usually answer the question you have.

I don’t have office hours. I’m in the office from 8:30 – 3:30 one to two times a week. Contact me for schedule and appointment.

Don’t bother Diane at the front desk with graduate student related questions. She most likely won’t know the answer to the question you have.

Make sure that I have the email address that you check regularly. Please don’t ignore my emails.

Go into Banner and update your mailing address to the address you are currently living at.

NO personal mail should be directed to the ECE Department.
Office space is available for all graduate students.

Open area for desk assignments is in ENLAB 220. Please see Diane to be assigned to one of these desks.

If you are a Research Assistant on a research project, your major professor should email Diane and request specific office space.

All Building Access needs to go through Diane. You can NOT request access to anything, it needs to be done by your major professor.
Sexual Misconduct Prevention Training

As part of USU’s health and safety program, they expect all incoming students to complete online health and safety courses before arriving on campus. These courses will empower students to make informed decisions about issues that affect the USU community.

Students who have not completed the required online course will receive a hold on their account, preventing them from registering for future courses.
It is generally against the rules to hand in work that is only copied from other sources.

ANY material taken word-for-word from another source must be placed in quotation marks or a block quote and MUST be referenced.

Other material, which you summarize in your own word, MUST be referenced.

It is absolutely against the rules to download material from the web or copy material directly from articles and hand it in as your own work without reference.
ECE FOCUS AREAS

Computer Engineering

Koushik Chakraborty
Computer Architecture/VLSI

Rose Hu
Computer Networks
Wireless & Mobile Networks
Performance Evaluation

Johnathan Phillips
Embedded Systems
Digital Design
Microcontrollers
FPGAs
Algorithm Acceleration
Compilers
Artificial Intelligence

Sanghamitra Roy
VLSI Design Automation
Circuit-Architectural Co-design

Chris Winstead
Error Correction Algorithms
Architectures
Circuit Applications
Probabilistic Logic
Soft Computing
Noise-Enhanced Algorithms

Zhen Zhang
Modeling & Verification of
Concurrent and Stochastic
Systems
ECE FOCUS AREAS

Control Systems

Randy Christensen
Linear Covariance Analysis
GPS-denied Navigation
Precision Control of Autonomous Vehicles

Don Cripps
Controls

Greg Droge
Controls
ECE FOCUS AREAS

EM/Microwave/Antennas

Reyhan Baktur
Cube Satellites
Optically Transparent Antennas
Integrated Solar Panel Antennas
Multifunctional RF Front-End
Computational Electromagnetics

Bedri Cetiner
Microfluidic-based RF Reconfigurable Systems
RF/Microwave/Millimeter wave Circuits & Systems
RF N/MEMS Reconfigurable Antennas
ECE FOCUS AREAS

Electrical Power/Energy

Doran Baker  
Electrical Energy

Abhilash Kamineni

Hongjie Wang  
DC Power Distribution, High-Performance Power Converter Design, MV Tie AC-DC Power Converters

Regan Zane  
ECE FOCUS AREAS

Signals/Communications

Scott Budge
Advanced Imaging LADAR

Jacob Gunther
Signal Processing
Statistical Signal Processing
Array Processing
Adaptive Filtering
Independent Component Analysis
Decision Theory
Estimation Theory
Communication Theory

Todd Moon
Signal Processing Detection
Estimation Error Correction Coding
Information Theory
Digital Communication Controls
ECE FOCUS AREAS

Space Systems

Charles Swenson
Space Science
Instrumentation
Space Systems Engineering
Small Satellites
ECE GRADUATE PROGRAMS

Master of Engineering (ME)
  Specializations in Computer Engineering or Electrical Engineering

Master of Science (MS)
  Computer Engineering or Electrical Engineering

Doctor of Philosophy (PhD)
  Electrical Engineering
Everything must be sent to Tricia. Do not submit anything in ServiceNow to the Graduate School. Tricia will do this.
FORMS
Supervisory Committee Form

ME – Dr. Don Cripps (don’t need a form)
MS – 3 committee members; chair from ECE Department, one from outside your focus area
PhD – 5 committee members; chair from ECE Department, one member outside ECE Department (all members have to have PhD)

Due at the end of the first semester.

You CANNOT change your committee within six weeks of defending.
All members should be present at the defense.
Program of Study includes the Departmental Check Sheet.
Due at the end of the first semester..
Changes to the Program of Study require a revision form.
MS THESIS/PROJECT PROPOSAL

No formal defense is required.
Must have a signed title page by the student’s committee.
Must include a literature review.
Usually does not need to be longer than 3-5 pages (excluding title page and literature review).
Once submitted, an additional form will be filled out by Tricia.
Due at the end of your second semester.
WILL NOT BE ACCEPTED THE SAME SEMESTER YOU DEFEND!
Only C or better grades may count toward your graduate degree and should be listed on your Program of Study.

Graduate cumulative GPA must be at or above a 3.0 (B average).

If your GPA falls below 3.0, you are on probation starting that semester.

If your GPA is below 3.0 the next semester, you will be terminated from the program.
INCOMPLETE GRADES

ECE 6950 (Design Project) is given an “IF” until you successfully defend. You have 12 months to make up an IF before it automatically turns to an F.

All Thesis/Dissertation Research credits will remain an “I” until you successfully defend.

Degree will not be closed out with any Incomplete Grades.
If you are on a Graduate Assistantship and are working 10 hours/week, you must be registered for at least NINE credits to be a full-time student.

and are working 20 hours/week, you can be registered for a minimum of SIX credits to be a full-time student.

International students must be registered full time to keep legal status. You must file a Reduced Work Load Form with the Office of Global Engagement.
INDEPENDENT STUDY COURSES

All 5930, 6930, and 7930 Independent Study are classes that are NOT taught in a formal classroom and are supervised one-on-one by a faculty member.

Must be on approved Program of Study.

This course must have PRIOR approval.

You must fill out a department application signed by yourself, the instructor, and your committee. It must then have the approval of the department head. All of these signatures will be done through DocuSign. Must have attached syllabus.

Do NOT register for the wrong section.

If there is no application, there will be NO GRADE!

Only ONE course of Independent Study can count toward any degree.
All 5930, 6930, and 7930 Special Topics courses are “taught on demand” or “taught on a one-time basis” in the classroom.

They may eventually become part of the ECE curriculum.

Do NOT register for the wrong section.

Only two of these are generally allowed in your degree.
INTERNERSHIP OR CPT (International Students)

Only one credit will count toward the MS or PhD degrees.

Three credits will count towards the ME degree.

Must complete application prior to internship.

Must be listed on your Program of Study.

International Students must follow registration rules of Office of Global Engagement.
TUITION WAIVERS/AWARDS

If you are an MS-A student and have a 20-hour per week graduate assistantship, you will qualify for a nonresident tuition waiver and an instate tuition award of $600 as long as you are employed for the entire semester (from Day 1).

If you are a PhD student and have a 20-hour per week graduate assistantship, you may qualify for nonresident tuition waiver and an instate tuition award as long as you are employed for the entire semester (from Day 1).
TUITION WAIVERS/AWARDS

To qualify you must do the following with NO exceptions:

- Meet USU and ECE deadlines.
- Employment Verification Form
- Current approved Program of Study
- Registered for credits of current approved Program of Study
GRADUATE INSURANCE

Must be on a Graduate Assistantship

Will cover August 15, 2020 through August 14, 2021

$220 student premium in the Fall and $360 in the Spring/Summer

$2017– department/faculty premium

You MUST enroll or waive each semester
Please see me as soon as possible if....

You have ANY questions regarding degree requirements or deadlines.

You are planning to change your degree from MS-A to MS-B.

You are planning to change from an MS to ME or an ME to MS.

ALL paperwork is submitted to me, NOT THE GRADUATE SCHOOL.
IMPORTANT ITEMS

All faculty, researchers, and students can use MATLAB on their personal computer and laptops. The link is matlab.usu.edu.

YOU are responsible to check with the department regularly.

I CANNOT keep track of everything.

It is your responsibility to learn the rules and follow through.

When in doubt, check with me.

Think ahead. Get things turned in one to two weeks before deadlines to avoid delays. Expect delays and problems.

There is only one of me! I won’t be able to make the deadlines if everyone brings an emergency in to me at the same time. Paperwork is processed in the order it is received.

YOU CANNOT AVOID THE PAPERWORK!!!