



GRADUATE STUDENT ORIENTATION ECE DEPARTMENT, FALL 2024



UNIVERSITY
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ECE Key Department Roles

Name	Role
Ryan Li	Department Chair
Manisha Gupta	Associate Dean Graduate Students
Gregory Kish	MEng Faculty Advisor
Pinder Bains	Graduate Student Advisor (Thesis based – MSc, PhD)
Selina Ertman	Graduate Program Advisor (Course based - MEng)
Wendy Barton	Academic Department Manager

Agenda

- 1:00 Dr. Manisha Gupta, Associate Dean Graduate Students (ECE) mgupta1@ualberta.ca (Start and welcome)
- 1:10 Graduate Students Association (GSA),
Haseeb Arshad, VP Student Services, Grace Kinley, Administrative Support Specialist gsaca@ualberta.ca
- 1:20 Faculty of Graduate & Postdoctoral Studies (GPS) - Erin Sanderman, sanderma@ualberta.ca
- 1:25 Individual Development Plan (IDP) and Professional Development (PD), Erin Sanderman
sanderman@ualberta.ca
- 1:40 University of Alberta International (UAI) – Xiaobing Lin xiaobing.lin@ualberta.ca
- 1:50 Safety – Derek Perepelitza dperepel@ualberta.ca Faculty of Engineering, Project Group Safety Advisor
- 1 :55 Engineering Librarian – Dana Ouellette djouelle@ualberta.ca
- 2:00 ECEGSA – Fahmid Mannan (VP Communications, ECEGSA)
- 2:10 Dr. Greg Kish, MEng Faculty Advisor gkish@ualberta.ca
- 2:20 Dr. Manisha Gupta, Associate Dean Graduate Students (ECE)

Resources

ECE Current Graduate Student Resources:

<https://www.ualberta.ca/engineering/electrical-computer-engineering/graduate-studies/current-student-resources/index.html>

ECE Graduate Student Handbook:

<https://www.ualberta.ca/engineering/media-library/dept-electrical-computer-engineering/graduate/grad-docs/graduate-student-handbook-aug-2022.pdf>

University Calendar's Graduate Regulations section:

https://calendar.ualberta.ca/preview_program.php?catoid=44&poid=54905

GPS Program Manual:

- <https://www.ualberta.ca/graduate-studies/about/graduate-program-manual>

GSA's Graduate Student Orientation:

- <https://www.ualberta.ca/graduate-students-association/services/graduate-student-orientation.html>

TA assignments:

- <https://www.ualberta.ca/engineering/electrical-computer-engineering/graduate-studies/current-student-resources/ta-assignments.html>

Your Responsibilities

“Responsibilities Related to Graduate Students” in University Calendar:

- ***Graduate students are ultimately responsible for their own programs. They are expected to read the Calendar and any other relevant documents to become familiar with all regulations and deadlines relating to their programs. The students' fundamental responsibilities include***
 - ***ensuring that their registration is accurate and does not lapse,***
 - ***submitting appropriate forms to the department for signature and processing, and***
 - ***paying all fees required by the deadline dates set out in the Calendar.***

Course requirements

- Course requirement to graduate:
 - MEng: 8 courses + ECE 910 + INT D 710: “Ethics and Academic Citizenship”
 - MSc: 5 courses + Thesis + INT D 710: “Ethics and Academic Citizenship”
 - PhD: 6 courses + Thesis + INT D 710: “Ethics and Academic Citizenship” & INT D 720: Advanced Ethics and Academic Citizenship”
- If you are admitted in Fall 2024, your requirements are:
 - Self enroll on eclass for the PD requirements which we keep current.
 - IDP (Individual Development Plan)
 - 8 hrs of FGSR PD from campusBRIDGE. Two sessions offered by Engineering Career Connections are also eligible and highly recommended (Career Branding & Networking for Success and Engineering Your Career: Job Search Strategies that Work)

GPA requirements

$$GPA = \frac{\sum(Grades)(Credits)}{\sum Credits}$$

Minimum GPA needed for graduation

- MEng: 2.7
- MSc: 3.0
- PhD: 3.3

If GPA goes below these minimums, you may be put on probation.

If GPA becomes less than 2.3, you may be required to withdraw from the program immediately.

Teaching Assistantships in ECE

- 3 Key TA Roles:
 - Lab Instructors
 - Responsible for nearly all aspects of the lab.
 - Lab TAs
 - Help in the lab working with the students
 - Lecture TAs (aka Markers)
 - Support the lecture prof by marking assignments etc.
- Over 40 undergrad courses with a lab component. Each year, about 150 grad students get a TA job.
- Top priority given to 1st-4th year PhD students
- MSc – Eligible after completing 1 term (Jan 2025)
- MEng – not eligible

Teaching Assistantships in ECE

For Students who have received a TA commitment from the department:

- You must apply for TA positions even if the department has 'promised' you some hours with admission.
- You must perform well & meet deadlines
- The annual commitment is a target, but might be slightly up or down term to term or year to year.
- The overall commitment will be met over the 4 years.
- If you get a scholarship, do not spend it all at once, your TA commitment/assignments will most likely be reduced.
- Every year we evaluate and modify the TA commitment for the next year's students, so if you have questions ask me directly.
- Your friends who started last year or will start next year may not know the details of your situation

Reliable sources of information

- University of Alberta Calendar
- FGSR Graduate Handbook
- ECE Department Graduate Manual
- Associate Dean for graduate students
- Meng Faculty Advisor
- Graduate Student Advisor and program assistant
- Announcements are all sent through the [ECE-grad] mailing list.
- Unreliable sources: pretty much anyone else

Graduate program contact

Please email

- Pinder Bains (pinder.bains@ualberta.ca) for MSc and PhD
- Selina Ertman (ertman@ualberta.ca) for Meng advising and all graduate admissions
- eceta@ualberta.ca for TA related questions.

**Thank you for attending
and please join us for
the reception!**



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