



SYLLABUS

EE 6195 Doctoral Seminar (CRN: 17698)

Fall 2020
Online Course

Instructor:

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Online Class Hours: Seminar material and notes (recorded) will be delivered in advance

Online Office Hours or Communication With Instructor: Please send an email to set up an online meeting. The online meeting will be held via WebEx (link will be provided). **Always write in the Email subject line “EE 6195 Doc Seminar: your query” using your UTEP email ID only while corresponding with Instructor.** Please do not use your personal email ID.

I. CATALOGUE DESCRIPTION

Doctoral Seminar (1-0) Conferences and discussions of various topics in Electrical and Computer Engineering by faculty, graduate students, and speakers from industry and other institutions. Required once of all Doctoral students prior to graduation. Students are required to attend a certain number of University professionally related lectures, as specified by the instructor.

II. LEARNING OUTCOMES

Students completing EE 6195 will be able to

- Understand the importance of disseminating the research findings with university community and professional societies.
- Gain confidence in exploring career options.
- Enhance and prepare professional, technical, and career related important documents.
- Develop a concrete plan towards successful completion of doctoral studies.
- Understand the significance of continuous professional development.

III. ONLINE COURSE FORMAT

- Seminar related material/notes (.pptx, pdf, pre-recorded audio/video, etc.) will be delivered to students via course blackboard.
- Students are supposed to read the provided material and must go through the pre-recorded audio/video to keep oneself update with the course material. **Hence, read the course materials in regular basis.**
- **Real-Time Class Hours F 12-12:50:** Students will be informed in advance if the Instructor wants to meet (online) all students at the same time during real-time class hours. *Otherwise - majority of the times, instructor will provide course related information to students via email and blackboard.*

IV. GRADING POLICY

Grades will be given based on following distribution:

Assignments/Presentation	50%
Reports on professional development, literature analysis and others	30%
Webinars and reports submission	20%
Total	100%

NOTE: This is a *Pass* or *Fail* course. ***Student receiving less than 80% will result in an unsatisfactory grade, i.e., F.***

V. SEMINAR TOPICS

- CV, Resume, Teaching/Research Statements
- Using LaTeX class file for designing document
- Literature analysis
- Dissertation proposal/plan
- Elevator Speech
- IEEE, IEEE student membership, and IEEE conferences
- Career options, e.g., postdoctoral fellowships, industrial jobs and academic jobs
- Webinars
- Presentations

Disclaimer: Syllabus may subject to change within reasonable limits according to instructor's discretion. Any changes will be informed to students.

Please check the Blackboard frequently.

VI. MAKE-UP POLICY

There will be NO MAKE-UP for presentation, assignments, or any assigned tasks, etc., **However, in case of pressing circumstances**, e.g., student having medical reason (evidence required from doctor) or military duties (with advanced notification) or compassionate reasons should inform the Instructor by sending email in advance or in emergency (i.e., in case a student is unable to inform the instructor in advance due to medical reason about his/her absence), the student must inform the instructor on the same week by Friday 5pm via email with evidence (from doctor) as attachment.

VII. ASSIGNMENTS

Assignments will be posted online (e.g., in blackboard) and/or informed via email. Assignments could be reports submission on different given topics, attending webinars, presentation, analysis of literature, etc. Students are expected to complete the assigned work in a timely manner demonstrating a professionally high standard. Late homework submission is not encouraged. *If you submit an assignment late (after the due date and time), it will be graded out of 60% (i.e., you will instantly lose 40% points).* If you fail to submit an assignment, you will receive zero (and no assignment will be accepted after two days from the due date). You are encouraged to turn in your assignment early; however, there will be no bonus points.

VIII. INSTITUTIONAL POLICIES

Academic Honesty:

Cheating is unethical and not acceptable. Plagiarism is using information or original wording in a paper without giving credit to the source of that information or wording: it is also not acceptable. Do not submit work under your name that you did not do yourself. You may not submit work for this class that you did for another class.

If you are found to be cheating or plagiarizing, for example, but not limited to, in quiz, assignment, report submission, any assigned task, etc., you will be subject to disciplinary action, per UTEP catalog policy.

- Plagiarism, Cheating, and Academic Dishonesty are unacceptable and will NOT be tolerated.
- Student who is caught cheating/plagiarizing will receive a **failing grade** as well as additional disciplinary measures by the University.
- Any case involving academic dishonesty will be referred to the Engineering Dean's Office and the Office of the Dean of Students. See the Office of the Dean of Students' home page at www.utep.edu/dos/acadintg.htm for more information.
- Please review the statements below and UTEP's Web page on Policy on Academic Integrity at <http://sa.utep.edu/osccr/academic-integrity/>

Center for Accommodations and Support Services (CASS):

If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.sa.utep.edu/cass.

IX. SOME OTHER IMPORTANT NOTES

- **Disclaimer:** Syllabus (that includes any content) may subject to change within reasonable limits according to instructor's discretion. Any changes will be announced in blackboard or in the class.
- **Students are expected to check the blackboard frequently** (*at least three times daily*) for course materials (e.g., Syllabus, Lecture Notes, announcements, etc.) and related information to see if any updates.
- **Students should also be checking emails frequently** (*at least three times daily*) as instructor can communicate via email.
- Usually the instructor sends email to all students keeping them in Bcc if it will be a group email.
- **Email Communication with a particular student:** (1) Instructor may send an email to a particular student to set up an online meeting or for any course related matter, and that student is supposed to answer the instructor's email as soon as possible (*which is Email-1*). (2) If the student does not reply to Email-1 within 24-hour period (*as students are expected to check email thrice a day*), the instructor will send a reminder email (*which is Email-2*). (3) If that student still does not reply to Email-2 within 2-business-day, there may be an impact on that student's grade.
- **Important note about Grade:** Grades are earned by students.
- Students are supposed to contact instructor in advance for any query.

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August 28, 2020