The Computer Science Graduate School at UWO in 2016

Marc Moreno Maza

Western University, Canada

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Outline

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Computer Science Department: Administration

Administration

Department Chair (acting): Dr. John Barron
Assistant to the Chair: Dianne McFadzean
Graduate Chair: Dr. Marc Moreno-Maza
Graduate Program Assistant: Janice Wiersma
Undergraduate Chair (acting): Laura Reid
Undergraduate Assistant: Cheryl McGrath

Support from the office Staff to graduate students

- Janice Wiersma (admin issues)
- Cheryl McGrath (supplies, help with copying)
- Dianne McFadzean (Keys)

System Group

- Art Mulder (Web Manager / System Administrator)
- Jeff Shantz (Manager, Technology and Computing Services)

Statistics

- 25 faculty members $+$ 1 full-time lecturer
- Around 120 graduate students
- A research intensive department
- Good contacts with industry (in particular through MITACS and with IBM, Microsoft, Maplesoft, . . .)
- Our Department consistently ranks among the top Canadian universities in most ranking systems
- More on all this during the Faculty Introductions on Friday.

Office space

For graduate students

- Grad Student/Faculty offices:
  - Middlesex College: 3rd, 4th floors, part of 2nd floor and basement
- Access to all undergraduate labs (Middlesex College basement, 2nd,3rd floors)
- All students receive office space and computer (coursework students MC 215)
- Graduate Lounge: MC 312
- Keep your work space clean and tidy (no eating or drinking in office/lab)

User accounts

UWO account: Wireless access, campus email

CSD account: Machines within the department

Web page: You are encouraged to create your own Web page

Outline

Before your academic year can start

- Do not forget to pick your student card and bus pass (already included in your tuition fee)
- You must present your original valid citizenship and immigration Canada student authorization document to the School of Graduate & Post-Doctoral Studies (SGPS) asap (otherwise not allowed to unroll)
- You must attend the SGPS Orientation from 9:00 to 13:00 at the Alumni Hall.
- Please read all documents in your information package
- You need to complete SGPS Academic Integrity Module or you will not be able to register for the next term.

  ```
  http://grad.uwo.ca/prospective_students/preparing/
                  academic_integrity.html
  ```

  This short module is designed to provide you with the necessary knowledge and resources to abide by academic principles during your graduate career and to help combat scholastic offenses.

- If an instructor does not specify a penalty , the following will apply:
  - The penalty for a first offense is mark = 0%.
  - The penalty for a second offense is withdrawal from the university.
- Ignorance is NOT an excuse.

English Proficiency

- <mark>You will be expected to write and speak in English</mark> as part of your classes:
  - Giving presentations, writing technical documents
  - Communication of results and ideas is an essential part of this profession.
- If you are not confident in your speaking or writing, there are resources available to help you.
  - eaching Support Centre: `http://www.uwo.ca/tsc/`
  - Writing Support Centre: `http://www.sdc.uwo.ca/writing/`

Outline

Teaching assistantship (1/2)

In brief

- Many of you will be a TA for classes
- Two TA workshops given by the University:
  - One was last Thursday
  - The other one is tomorrow (Wednesday) from 9:00 to 16:30 in the Health Science Bldg Room 40.

TA rules (1/2)

- Do not date your students
- Do not embarrass your students
- Do not discuss students, or their work, with other students (enrolled in the course or in the graduate school)
- Do not blame your students
- Always explain the reasons for a student's grade on an assignment or examination.

TA rules (1/2)

- Deadlines for grading assignments must be met
- Office and/or laboratory hours are to be kept
- If you have a problem, try to arrange for a substitute. At the least, let the instructor know
- Unauthorized absences, such as for vacation, are not permitted.

Frequently asked questions (FAQ)

I dont know all the material in the course that Im assigned to

- This is to be expected sometimes: Science and, even more, Computer Science evolve quickly!
- Talk to the instructor and other TAs.
- Basically, you may have to learn something new. And that is healthy!

Im working too many hours

- First, discuss this with the instructor.
- If this doesnt work, then talk to the undergraduate chair
- Other people in the Department to talk to are the Graduate Chair and the Graduate Program Assistant
- You can also go to the TA union.

Graduate courses

In brief

- We have three levels of courses: 95XX, 96XX, 98XX
- The department also has reading courses for MSc students:
  - Each professor has their own reading course number.
  - If you are signing up for one, just write reading course and the professors name on the course registration form.
  - Janice will assign the course number.

Advice for Success

- Come to class on time, do your assignments on time, start projects early and follow through on things.
- Ask questions! Dont be shy!
- Pursue topics that interest you:
- Learning how to learn on your own is an invaluable skill
- Budget your time carefully: Everything takes longer than you think it will, in particular in developing research projects, writing papers and theses.

Participation to the TRICS seminar

- You must attend at least 5 TRICS (Topical Research in Computer Science) seminars during 1st Year
- TRICS seminars are presented by faculty members, postdocs, visitors, and senior grad students
- TRICS seminars highlight research conducted in the Department, and
- Teach you about interesting research problems and solutions, how to prepare and present a research talk

MSc Thesis Degree

- Four courses
- Constraints:
  - At most one course can be a MSc reading course (98xx)
  - At most one course can be a cross-listed course (95xx)
  - At most one course at the graduate level can be taken outside the department with supervisor approval
- Thesis:
  - Equivalent to four courses
  - Should contain novel and original research : Explained clearly, thorough literature review
  - Public presentation of thesis
  - Committee 3 members (2 from department, 1 outside)

MSc Coursework Degree: courses

- Eight courses
- Constraints:
  - One course must be CS 9680 - Directed Study
  - Two courses must be cross-listed (95xx): one from List I and one from List II.
  - At most one reading course (98xx)
  - At most two courses at the graduate level can be taken outside the department, with the permission of the Graduate Chair

MSc Coursework Degree: directed Study

- Supervised work on an approved project
- Equivalent to one course
- Should involve an investigation of issues related to computer science, but not specifically covered in other courses
- Well written report detailing the work
- should be submitted at the end of the course
- Pass/Fail
- You must find your own supervisor

Requirements

- 4 graduate courses
- Undergraduate Breadth Requirement :
    - We have forms that most of you have already given us, which we will use to assess your CS background.
    - If you lack background in some area you will be required to take and pass a 3rd year course in that area
- Advisory Committee
- In-depth Study
- Yearly seminar
- Yearly progress report
- Dissertation

Ph.D. Graduate Courses

A student must complete four graduate courses:

- At least one courses must be a topics courses (98xx)
- At most one course can be a cross-listed course (95xx)
- At most one course at the graduate level can be taken outside the department with supervisor approval.

Advisory Committee

- Should be appointed within one year after registration
- Must consist of 3 faculty members, including the supervisor
- All members must be members of the SGPS and approved by the Graduate Chair
- The Committee reviews the students progress and is available for research advice.

Ph.D. In-depth Study

- The objective is to test the student's ability
  - to master a research area
  - demonstrate ability to do critical analysis of research papers, and
  - generate new ideas.
- The Research Topics Survey/Proposal (TSP) consists of:
  - a literature search
  - a research proposal: identify research directions
- The TSP should be submitted by the 4-th term
- Examination to be done by 5-th term
- Two examiners from the Department

Yearly Seminar

- Each PhD candidate must present at least
  two publicly announced seminars
- At least one in the third year and at least one in the fourth year of the program
- UWORCS – the yearly CSD grad meeting – is an excellent venue for satisfying this requirement

      https://www.facebook.com/media/set/?set=a.
  10155375358065364.1073741837.465984595363&type=3

- Conference presentation counts as a seminar
- Do not count: Presentation in a course, proposal presentation and PhD defence presentation.

Yearly Progress Report

- Each Ph.D. student must submit a yearly progress report:
  - what has been achieved
  - what is planed for the next year
- Evaluated by supervisor and advisory committee
- No report = no progress
- The idea is to make sure you are on the right track

Dissertation

- Requirements:
  - Thesis document
  - Public presentation
- Examination:
  - Committee of four examiners (2 from department, one from outside the department, and one from outside the university)
  - Questions will be asked from the committee

Questions?