

The Computer Science Graduate School at UWO in 2018

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Western University, Canada

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Outline

- 1 Agenda
- 2 People
- 3 Facilities
- 4 Policies
- 5 Teaching Assistantship
- 6 Graduate Programs

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Orientation week

Today's agenda

10:00 Presentation by the Graduate Chair and Graduate Assistant

10:45 SOGS <https://sogs.ca>

11:00 PSAC <https://www.psac610.ca/>

11:30 Let's talk to Science

<http://outreach.letstalkscience.ca/uwo.html>

For the rest of the week

Tuesday http://grad.uwo.ca/career_development/own_your_future/index.html Own your future (12:30 - 14:30 Arts and Humanities Building, Room 1R40)

Wednesday Graduate Student Conference on Teaching (9:00 - 14:00, Health Science Bldg. Room 40)

Thursday School of Graduate Studies <http://grad.uwo.ca/> (10:00 - 14:30, Alumni Hall)

Thursday Introduction to the Research Network (15:00 - 15:30, Mr. Jeff Shantz, Systems Group)

Friday Introduction of Faculty Members and Graduate Courses (10:00 - 13:30, MC 320 then group picture then GC)

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Computer Science Department: Administration

Administration

Department Chair (acting): Dr. Hanan Lutfiyya

Assistant to the Chair: Dianne McFadzean

Graduate Chair: Dr. Marc Moreno-Maza

Graduate Program Assistant: Janice Wiersma

Undergraduate Chair (acting): Dr. Mahmoud El-Sakka

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

- Joe Clarke (System Administrator)
- Gary Molenkamp (System Administrator)
- Art Mulder (Web Manager / Software Specialist)
- Jeff Shantz (Manager, Technology and Computing Services)
- Hisham Shoblaq (Client Support Specialist)

Statistics

- 20 faculty members + 1 full-time lecturer
- 149 graduate students (increase by 15 w.r.t. 2017-2018 and 40 w.r.t. 2016-2017)
- A research intensive department
- Good contacts with industry (in particular through MITACS and with Bell, IBM, Microsoft, Maplesoft, ...)
- More on all this during the Faculty Introductions on Friday.

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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 2nd & 3rd floors)
- All graduate students receive office space and computer
- 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

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Before your academic year can start

- Do not forget to pick up 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 10:00 to 14:30 at the Alumni Hall, this Thursday
- 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. See also:

https://www.uwo.ca/ombuds/academic/graduate/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.

Regarding integrity: cheating policy

- 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

- You will be expected to write and speak in English 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 a native English speaker, we recommend that you take advantage of the following resources:
 - Teaching Support Centre: <http://www.uwo.ca/tsc/>
 - Writing Support Centre: <http://www.sdc.uwo.ca/writing/>
- More on this at 9:00 and at the
- Graduate Student Conference on Teaching - TA Day
<https://teaching.uwo.ca/programs/allprograms/ta-day.html>

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Teaching assistantship (1/2)

In brief

- Many of you will be a TA for undergraduate courses
- Recall: Graduate Student Conference on Teaching - TA Day

https:

[//teaching.uwo.ca/programs/allprograms/ta-day.html](https://teaching.uwo.ca/programs/allprograms/ta-day.html)

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.

Teaching assistantship (2/2)

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 don't know all the material in the course that I'm 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!

I'm working too many hours

- First, discuss this with the instructor.
- If this doesn't 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.

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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 professor’s 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! Don’t 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.

MSc degrees (1/3)

MSc Thesis Degree

- Four courses
- Constraints:
 - At most one course can be a MSc reading course
 - At most one 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 from outside)

MSc Coursework Degree: courses

- Eight courses
- Constraints:
 - One course must **Directed Study**
 - **At most one** reading course
 - **At most two** courses at the graduate level can be taken outside the department, with the permission of the Graduate Chair.
 - The other courses must be CS grad courses.

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 filled, 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 most one course can be a 95xx course
- 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 student's 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

2015: <https://www.facebook.com/media/set/?set=a.10155375358065364.1073741837.465984595363&type=3>

2017: <http://www.csd.uwo.ca/conf/UWORCS/2017/>

- 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 planned 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?