Welcome to
Electrical and Computer Engineering
MEng Orientation

Friday, September 13, 2024

10:00 a.m. – 10:30 p.m.

ITB A113 B

Dr. Shiva Kumar
Associate Chair
Graduate

McMaster University

Welcome to ECE!

Agenda

- Introductions
- Message from the Chair
- About ECE
- Degree Options
- Course Offerings
- Graduate Exams
- Student Requirements
- Co-op, Career & Experience
- Health and Safety
- Before You Ask
- Get Involved

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Introduction - ECE Main Contacts

Clara Lau
Administrative Graduate Assistant (interim)

Cheryl Gies
Administrative Graduate Assistant (on leave)

Mary-Anne Bechamp
Team Lead,
Academic Programs

Dr. Shiva Kumar
Associate Chair, Graduate
Professor

Dr. Mohamed Bakr
Department Chair
Professor

Shelby Gaudrault
Academic Department Manager

Brittany Donovan
Administrative Assistant

Tracey Coop
Undergraduate Administrative Assistant

More Faculty and Staff

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Dr. Mohamed Bakr
Department Chair

A Message from Our Chair

Welcome to the Department of Electrical and Computer Engineering (ECE)!

Our department is one of the fastest growing in McMaster with 44 faculty members from diverse areas of electrical and computer engineering. Our talented professors and students are changing the world through their research.

Our faculty and staff members are committed to delivering the best learning experience to our students.

We are proud to welcome a pool of new talented graduate students.

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ECE by the Numbers

44
Faculty

- 2 Canada Research Chair holders
- 6 IEEE fellows
- 3 funded chairs
- 3 Fellows of the Royal Society of Canada
- 2 Distinguished University Professor
- 4 Emeritus

14
Administrative and Tech Staff

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ECE by the Numbers

9
Areas of Specialization

Biomedical Technologies

Communication Technologies, Systems & Networks

Electrified & Autonomous Transportation

Electromagnetics & Photonics

Integrated, Embedded and Interconnected Systems

Microelectronics & VLSI

Optimization, Learning & Control

Power Electronics & Electric Machines

Signal, Image & Video Processing

McMaster University Automotive Research Centre

Centre for Research in Micro- and Nano-systems

2
Centers and Institutes

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ECE by the Numbers

291
Graduate Students

1078
Undergraduate Students

Graduate Students:

- 74 MEng
- 63 MASc
- 154 PhD

Undergraduate Students:

- 265 Level 2
- 275 Level 3
- 299 Level 4
- 55 Level 5
- 184 Co-op

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Dr. Shiva Kumar
Associate Chair, Graduate

McMaster
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Degree Options & Requirements

MEng Course Based

- Completion within 12-16 months
- 7 "half" (3 unit) courses or 21 units
  - four must be 700-level within ECE
  - Maximum of two ECE 600-level (department approval)
- Courses outside department require permission form (see below)
- Consult with department admin and/or associate graduate chair

MEng Project Based

- Completion within 12-16 months
- 6 "half" (3 unit) courses or 18 units
  - four must be 700-level within ECE
  - Maximum of two ECE 600-level (department approval)
- Courses outside department require permission form (see below)
- Consult with department admin and/or associate graduate chair

- Completion of ECE 701 (must find a supervisor, not taken in first term)
- Completion of ECE 790/792 (non-credit, Pass/Fail)

Request for In-Program Adjustment Form
Complete this form if taking courses outside of ECE to count towards your degree completion

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ECE Course Offerings

- Graduate level courses are numbered using 700 series (e.g. 701, 702, …)
- 600 level courses are combined with 400-level undergraduate courses.
  - Courses at the 600-level usually have an additional assignment
  - Limited seating is available
  - Reminder – instructor permission is required for 600-level courses
- Course offering are available in various areas:
  - ECE website
    - Courses Tab
    - Resources/Graduate Tab
  - Mosaic upon enrollment
  - Academic Calendar
- Research your selections.
- Unless otherwise indicated, courses are held in person
- Most courses use Avenue to Learn

Mosaic

Welcome to Mosaic, your access administrative information syste

MacID | User ID
assword | Password

Sign In

nable Screen Reader Mode

Mosaic Alerts

Mosaic weekly main
Every Thursday 6
this time.

acID account?

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Other Course Offering

- 700-level courses outside ECE may require permission from instructor of course
- Must complete permission form, for the courses to count towards degree completion
- Courses outside of McMaster may count towards degree completion, only if similar courses are not offered by the department or the University. Based on individual and unique circumstances.

Additional questions about courses consult with the Associate Chair, Graduate – Dr. Shiva Kumar.

General inquires consult with grad admin – Clara Lau.

Final date to add course: September 20!
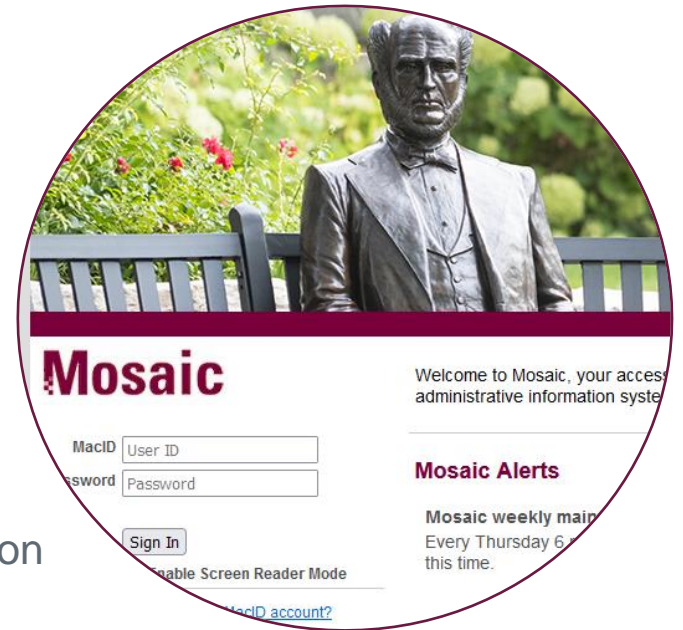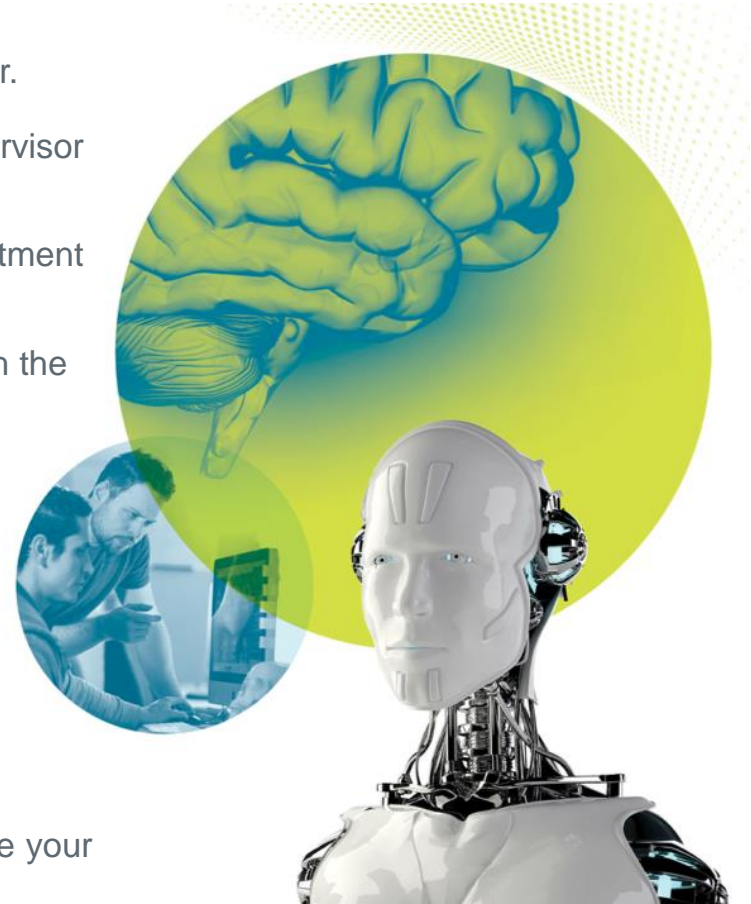**Final date to drop a course without a W/F grade on the transcript: October 8!**

Request for In-Program Adjustment Form
Complete this form if taking courses outside of ECE to count towards your degree completion

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ECE 701 – Project Course

Students must find a supervisor before enrolling

- Projects to be conducted under the guidance of an ECE professor.

- Students are responsible for contacting and finding a willing supervisor for project courses.

- Refer to and research the Faculty members profiles on the department website.

- The scope of the project will be defined during the discussion with the supervisor.

- A project report is due at the end of the term.

- Usually taken after the first term.

- Completion of ECE 790/ ECE 792 is also required.

- If you cannot find a supervisor, make sure you complete the required course requirements for degree completion.

- There are no guarantees a professor will be available to supervise your project.

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ECE 790/792

Foundational Communication Skills for Graduate Research in ECE

Students in MEng Project must take either ECE 790 or ECE 792

- ECE 790
  - develop skills in communicating their research to a broad audience via a series of workshops and coaching sessions, culminating in a graduate student research presentation day

- ECE 792
  - an enriched version of ECE 790 providing coaching on technical presentations, such as those typically given at conferences or in group meetings, and on technical writing

Consult with the project supervisor about which course to take.

REMINDER! Non-credit, pass/fail grading.

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F Grade

The minimum passing grade in a graduate course is a B-

- Failure in a course is reviewed by the School of Graduate Studies and requests a departmental recommendation regarding the student
- In the absence of a department recommendation, the student will be required to withdraw
- Those allowed to remain, must either repeat or replace the failed course
- A second F-grade will not normally be allowed to continue in the program

- F-grades remain on the transcript
- If you run into difficulties, talk to graduate advisor or your project supervisor before the DROP date

Ref: Academic Calendar Section 2.6.11

Final date to add course: September 20!
Final date to drop a course without a W/F grade on transcript: October 8!

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Mary-Anne Bechamp
Team Lead, Academic Programs

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Student Requirements

By now the following should be complete:

- ☐ SGS 101 – due Sept 30
- ☐ SGS 201 – due Sept 30
- ☐ Enrolled in all three terms
- ☐ Have your McMaster email and MS Teams
- ☐ Have your student card – One Card
- ☐ Updated your personal information and banking details

Step 1: Register

On-time registration opens June 25 and runs until August 1. To avoid late fees, please register before the on-time registration deadline.

How to enrol ➤

Step 2: About your Mac ID

Your Mac ID is essentially your username for accessing services and systems at McMaster.

Learn more about Mac ID ➤

Step 3: Your McMaster email address

Once you have your Mac ID set up and have enrolled in your courses, your McMaster email will become active. A link to your McMaster email will be sent to your applicant email address. Please continue to monitor your applicant email address in the meantime.

Step 4: Upload your photo for your student card

Visit the MacCard website to

- review photo upload guidelines and a helpful video tutorial
- learn about the different card pickup dates and locations

Please upload your photo no later than August 1, to ensure your card is ready for pickup at the scheduled delivery sites.

Visit MacCard for details ➤

Step 5: Update your personal information

It's important to update your personal and contact information – especially your address – in Mosaic, so that you receive all important information. You can add a new address or revise an existing one. Your "Mailing Address" will be the address to which you receive any mail from the university.

Go to Mosaic now ➤

Step 6: How to enrol in – and complete – SGS 101, 201

All new graduate students must complete SGS 101 and 201. Learn more about enrolling and completing the courses by the Fall deadline: September 30, 2024.

SGS 101 and 201 ➤

Step 7: Receiving your scholarship monies, research funds and TA pay

Make sure you update and/or set up your information to ensure you receive your scholarship and research funds when expected, as well as your teaching assistant (TA) pay on time (for those students have a TA position).

Fees and payment ➤

Step 8: Review all dates and deadlines

Dates and deadlines to help you

- avoid late fees and interest payments
- receive your first grad pay on time
- more

NOTE: The Graduate Calendar is the most accurate source for sessional dates and deadlines.

See dates and deadlines ➤

Getting ready for life at McMaster!

I'm starting my journey in September 2024.

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Student Requirements

Your degree is your responsibility!

Please make sure to review the following department requirements:

❏ Carefully review the <u>ECE handbook</u> – ECE website/Resources/Graduate
❏ Enroll in all three terms
❏ Complete SGS 101 & SGS 201- due Sept 30
❏ Complete Career Planning report – due 1 year from start of program
❏ Complete appropriate Health and Safety
❏ Review your academic advisement report in Mosaic for updates on degree requirement/completion

❏ Update your Degree Checklist – Coming Soon!

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Student Requirements – Career Planning

Graduate students are required to attend 1 of 3 Career Action Report Planning workshops during their 1st year of studies.

- ❑ Register in Oscar
- ❑ Attend a workshop
- ❑ Complete the required report
- ❑ Submit the completed report to the grad admin within 1-year of start of program

Deadline: August 31, 2025

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Co-op, career & experience

The Centre for Career Growth and Experience (the Centre) team supports students with employment preparation and career readiness, connects students with employers and provides opportunities for students to gain meaningful experiences.

🖥️ [Visit Co-op for Graduate Students](#)

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Graduate Co-op and Career & Experience

Master's and PhD students may complete 4 to 12 months of co-op experience

- Attend one of the interactive Graduate Co-op Information Sessions in the fall or winter term - visit OSCARplus event calendar for dates.

- Speak to your academic supervisor (MASc/PhD) or department admin (MEng)

- Complete the Graduate Supervisor Permission Form prior to the final date to add courses
    - MEng students only, the Associate Chair, Graduate acts as your supervisor

- **NOTE:**
    - MEng/MASc - It is recommended that students complete ENGINEER 701 within the first 1-2 terms of study.
    - PhD – it is recommended that students complete ENGINEER 701 after 2 years of study.

Visit Co-op for Graduate Students

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Graduate Co-Op Services: Engineer 701

Once you have a comprehensive understanding of co-op, follow these steps to enroll in Engineering 701:

Step 1	Enroll

- Enroll directly in Mosaic for the ENGINEER 701 – C01 Work Term Preparation (Lecture) course.

Step 2	Register

- Complete the ENGINEER 701 Registration process https://forms.office.com/r/mppBz9bTAk

Step 3	Email

- Submit your signed permission form to gradcoop@mcmaster.ca
- Include your student number in the body of your email).

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Co-op and Career & Experience

Before registering your co-op work term, here are some important reminders and information:

International Students:
Ensure that your co-op work permit remains valid throughout the entire duration of your co-op
If additional paperwork is required or if you have any questions regarding work permits, please contact immigration@mcmaster.ca or gradcoop@mcmaster.ca

GSA Supplementary Plans:
Please be aware that certain services, such as extended health and dental coverage/access to the HSR may be temporarily impacted for students on long-term co-op placements if they are not enrolled in academic units. For more information visit https://gsa.mcmaster.ca/services/health-and-dental/

Student Loans:
Please be aware that they may be affected by your co-op work terms, particularly if your co-op work term is longer than 6 months. If you have any questions about how your co-op work term may impact your student loans, please reach out to the Student Financial Aid office for guidance.

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Co-op and Career & Experience

Courses While Working:
The only course that should be on your record for the term(s) while you are on co-op is Engineer 702, if you have any remaining courses other than Engineer 702, this will result in you being charged for tuition those terms. **You will not be able to drop your last course so please let us know and we will write SGS to have your last course deleted for the term**.

Fees:
Enrollment in your first Co-op work term (done by ECCS) will trigger a one-time charge of $1300.00 added to your student account. Payment of fees is due at the beginning of the work term, and late payment will be subject to interest/late charges. This charge is only applied to your first Co-op term, and there are no additional career fees for subsequent work terms.

Once we have reviewed and processed the submitted documents, we will respond to you and inform your department accordingly. If you have any further questions or concerns, please don't hesitate to contact us. We wish you the best for your co-op work term!

It is your responsibility to review your mosaic record to ensure your tuition is correct so please review your record after the course has been dropped to ensure your tuition and courses are correct.

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Clara Lau
Graduate Administrative Assistant

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Health & Safety Training

Health and Safety is mandatory for all graduate students.
It is the responsibility of the student to complete the required training.

Core Health and Safety courses:

- ❑ SAFE training (replacing Slips, Trips and Falls, Asbestos Awareness, Fire Safety, Ergonomics)
- ❑ Health and Safety Orientation
- ❑ Violence and Harassment Prevention
- ❑ WHMIS 2015

Deadline: October 15

Link: Human Resources Services * Employee * Health, Safety & Well-Being * Our Safety * Health & Safety Training

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Before You Ask

Familiarize yourself with these resources:

- ECE Website
- Graduate Resources – ECE Handbook
  - Use the graduate book that is assigned on the start of our admission
- Academic Calendar
- School of Graduate Studies - SGS website

Everything is searchable!

Put key words in any search engine:

- graduate
- Mcmaster
- ECE

drop a course graduate mcmaster

Q All | Images | News | Maps | Shopping | More | Tools

About 691,000 results (0.59 seconds)

https://gs.mcmaster.ca › dates-and-deadlines › adding-d... ▾

Adding / dropping courses – School of Graduate Studies

Final dates to add courses. Fall term. Winter term. Summer term. Multi-term courses, September 24. Single-term or 1HF courses, September 24, January 21 ...

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Get Involved

Students are encouraged to get involved:

❖ ECE Fiesta
- • Graduate student group meets bi-weekly for coffee and conversation

❖ Engineering Graduate Society
- • a student run organization dedicated to supporting engineering graduate

❖ School of Graduate Studies Events
- • Hosts a variety of events and workshops for new, current and international students

❖ Graduate Student Association
- • Supports a variety of graduate clubs and events

ece.mcmaster   @ecemcmaster

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Introduction to Fiesta: ECE Graduate Students' Club

Ali Abassi, ECE Fiesta President

September 2024

Introduction to ECE Fiesta

Who we are!

- A student-oriented club
- Events we hold:
- Coffee house
- Board game nights
- Halloween parties, etc.

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Current Members

President:
All Abbasi

Vice President:
Mohamed Elsayed

Vice President:
Roxana Nikoukar

Event Organizer:
Abu Illus Faisal

Administrative
Assistant:
Zahra Sadeghi

Administrative
Assistant:
Rishad Arfin

Treasurer:
Yasaman Niazi

Event Organizer:
Sadra Tavakollan

Communication Chair:
Lucas Nahid-
Mobarakeh

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Social Accounts

You will receive event notifications over email and via our channels.

You will receive a series of slides from us about the *"things that help you settle down here"*!

Teams	Instagram
	ecefiesta_mcmaster

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Interested in joining the club?

Just reach out to us!

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Questions?