Graduate Student Orientation

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Summary

Degree requirements: MS, PhD

Graduating:

- academic requirements
- administrative requirements

Where to find information:

- http://www.ics.hawaii.edu/ (under Academics)
- http://www.manoa.hawaii.edu/graduate/
Office of Graduate Education (aka Graduate Division)

- the Office of Graduate Education approves a number of actions leading to your graduation
  - checking requirements
  - progress forms
  - leave of absence
- for example, they make sure you are registered every semester, and don’t stay here too long
- your GPA must be at least 3.0
7-year Rule

- only courses in the last 7 years count:
  
  *graduate students at UHM must complete all degree requirements within seven years after admission to their programs.*

- [http://www.manoa.hawaii.edu/graduate/content/time-allowed-completion-degree](http://www.manoa.hawaii.edu/graduate/content/time-allowed-completion-degree)
More Rules

- Continuous enrollment rule: you must either take courses (at least 1 credit) or be on leave of absence
- Enrollment the semester of graduation: if you want to graduate in semester X, you must be registered+enrolled in semester X
- In your last semester, you will usually be enrolled for ICS 699, 700, or 800.
- sometimes ICS 690...
Graduate Chair

- Point of contact for grad students, faculty, grad division, etc
- Good person for asking question
  - even if you just want to talk
  - may redirect you to grad division
  - or you can ask them yourself!
- Grad chair changes every 4 years
  - good idea to talk to grad chair every year
The Graduate Chair Knows Everything

• lol

• This is not a true statement!!

• I often need to ask others, or will ask you to go talk to others
M.S. and Ph.D. Degrees

- Master of Science
  - Plan A: thesis
  - Plan B: project
- Doctor of Philosophy
  (latin: Philosophiae Doctor, Ph.D.)
Comparison of M.S. and Ph.D.

• Ph.D.
  • essentially about research
  • publication of results is expected

• M.S.
  • coursework and (thesis or project)
  • less or little research
  • publication welcome, but not expected
M.S. requirements

- undergraduate deficiencies, if any
- 6 three-credit ICS courses
- 2 more three-credit courses
- 1 ICS 690 graduate seminar
  - must present once
- 2 ICS 699 or ICS 700
  - for Plan A MS, 1 additional ICS 700 can replace 1 of the courses
M.S. Course Requirements

- undergraduate deficiencies, if any
- 6 three-credit ICS courses
  - including 1 in each of 4 areas
- 2 more three-credit courses
  - may or may not be in ICS
  - must be approved by grad chair
- 2 of the area courses may be 400-level
  - if taken after you join our graduate program
  - other restrictions apply
2 ICS 699 or ICS 700

- same advisor, same project for both
- consecutive semesters
- independent work supervised by an advisor
- one project!!!
M.S. plan B

- A project under a supervisor
- Could be development rather than research
- Have to write a conference-like paper at the end
  - 10-15 pages
  - Usually, this is what you present at ICS 690 (need not be the same semester in which you register for ICS 690)
- Advisor and grad chair must approve the paper
M.S. plan A: proposal

- a project under a supervisor
- usually has a research component
- you choose your advisor and two more faculty to be your committee
- have to write a thesis proposal
  - 10-15 pages
  - your committee must approve it
    - they often give feedback
- usually no proposal defense
M.S. plan A: thesis

- a project under a supervisor
- you do the work you proposed
- you write it up as a thesis (usually around 50 pages)
- you defend your thesis at a public defense
- your committee approves your defense and thesis
- the thesis must be turned in to grad division around March or October
- grad division expects you to have 6-12 credits of ICS 700
Advantages of plan A

- do one more 699, one less regular course
- good way to find out if you might want to do a Ph.D.
- impress employers and others
- better letters of recommendation from the faculty on your committee
- or, because you really like what you are doing
Choosing Plan A or Plan B

- choose whenever you are ready
- keep the requirements in mind as you register for courses and make other choices
- if doing plan A, need committee, proposal
How to graduate quickly

- choose your advisor and start your project early
- no later than the end of your second semester
- take courses in each area as they come up
Finish in 2 years

• Plan B:
  • Semester #1: 3 courses
  • Semester #2: 3 courses
  • Semester #3: 1 course + ICS699
  • Semester #4: 1 course + ICS699

• Plan A:
  • Semester #1: 3 courses
  • Semester #2: 2 courses + ICS 699
  • Semester #3: 2 courses + ICS 699
  • Semester #4: ICS699/700

• Also a 1-credit ICS690 in there somewhere, maybe the last semester
Ph.D. requirements

- If you don’t already have an M.S. degree, must finish the M.S. requirements first
- then take the Qualifying exam within 1 semester
- pick an advisor, do a research portfolio
- write your dissertation
  → congratulations! You're a doctor!
Ph.D. dissertation

- form a committee
  - your advisor
  - +4 more faculty
    - 1 of them external to the department
- dissertation proposal and proposal defense
- after which you are ABD
- research and (usually) publications
- dissertation document
- dissertation defense
- grad division expects you to have at least some ICS 800
How to finish a Ph.D.

- follow the rules
- stick with it (don’t give up!)
- to finish quickly:
  - don’t change projects
  - don’t change advisor
  - don’t fight your committee
Grad Division Forms

Only for M.S. Plan A and Ph.D.
Available at: http://www.manoa.hawaii.edu/graduate/content/forms

Form I
Processed by the grad chair once you’ve completed required coursework and exams

Form II
Processed by the committee and grad chair once your thesis/dissertation proposal has been approved

Bring it to your proposal defense!!! (for Ph.D.)

Form III and Form IV
Processed by the committee and grad chair once your thesis/dissertation has been defended (form III) and the document is approved (form IV).

Bring them to your defense!! (for M.S. Plan A and Ph.D.)