

San José State University
Charles W. Davidson College of Engineering
DEPARTMENT OF ELECTRICAL ENGINEERING
EE299B – MSEE Thesis (Fall 2017)

Course and Contact Information

- Instructor:** Your Thesis Advisors.
Your EE299B advisor(s) must also be your EE299A advisor(s). In special circumstance that you must change your thesis advisor(s), approvals from thesis advisors and Graduate Coordinator are required.
Your EE299A advisor can deny to serve as your EE299B advisor based on your performance. In this special circumstance, you need to discuss with Graduate Coordinator to resolve the issue.
- Class Days/Time:**
- Meet the Graduate Coordinator on the first Friday of the semester (**August 25, 2017, from 11:30 to 12:00, in room ENG 345**). Other meetings will be announced via emails by Graduate Coordinator. All meetings with Graduate Coordinator will be on Fridays from 11:30 to 12:00 in E345
 - Have regular meetings with your thesis advisor(s) throughout the semester as scheduled by your thesis advisor(s)
 - Will receive several emails from Graduate Coordinator. Make sure to follow the instructions and required submissions stated in the syllabus, in the emails, and in meetings with Graduate Coordinator. **Strict rules will be applied to the course.**
- Prerequisites:** Good standing (both overall GPA and GPA on Candidacy form are 3.0 or above), EE297A or EE299A with grade CR, EE295 with grade C or above or satisfaction of GWAR.
- Enrollment** Enroll into EE299B by requesting for an addcode from the EE department office. Proof of passing EE297A/EE299A is required (show your unofficial transcript to EE office staff)
- Grading Scheme** CR/NC (Credit/Non-credit). Read the "**Grading Information - Outcome Assessment**" section on this syllabus

Course Description

EE299B is a course designed to help students complete a culminating experience master thesis. Students complete this course by completing all work required by their thesis advisor(s) and (**on-time**) submitting an approved thesis report, similarity report from turn-it-in, power-point presentation slides, and thesis poster for Student Projects Symposium event. Oral presentation at the symposium is nominated by your advisor and is selected by symposium committee. If you are not able to do oral presentation at the symposium, your advisor must set up a private oral presentation for you with members of thesis committee. The work is under the direction of thesis advisor(s) and there is not EE299B class instruction. The EE Graduate Coordinator will coordinate document submission and the Student Project Symposium Chair will coordinate the EE299B posters and oral presentations.

Note: Thesis committee chair must be a full-time EE faculty. Thesis committee members can be part-time faculty or a faculty from other department.

Course Learning Outcomes

Upon successful completion of this course, students will be able to:

- Strengthen their critical thinking skills
- Develop skills for planning and scheduling a significant project
- Plan and manage their time for a project effectively
- Prepare documents without plagiarism
- Communicate written engineering concepts clearly
- Orally present project concepts effectively
- Work as productive members of an industrial team
- Continue to further PhD studies

Critical thinking has been described as:

A person who thinks critically can ask appropriate questions, gather relevant information, efficiently and creatively sort through this information, reason logically from this information, and come to reliable and trustworthy conclusions about the world that enable one to live and act successfully in it. ... critical thinking mimics the well-known method of scientific investigation: a question is identified, a hypothesis formulated, relevant data sought and gathered, the hypothesis is logically tested and evaluated.

Students who can think critically can:

- ✓ Determine what information is required to achieve an objective, find that information, and apply it
- ✓ Create designs from limited information
- ✓ design tests that can prove that a design meet a specification
- ✓ identify design errors, and adjust a design to meet specifications
- ✓ Ask meaningful questions after exhausting available resources when seeking help.

A course goal is students learn to enjoy a master thesis through a *hand-on* approach.

Textbook

There is no textbook for EE299B

Course Requirements and Assignments

- Meet with thesis advisor as required and/or scheduled by the thesis advisor
- Continue to study/implement the thesis proposed in EE299A. The implementation or study process needs to be regularly checked and evaluated as satisfaction by the thesis advisors
- Complete and submit on time all required documents (see the "Required Submissions" and "Tentative Course Schedule") approved by thesis advisors
- Attend and present the thesis at the Student Project Symposium

Course Plan, Expected Work Load, Goals, Objectives ...

EE299B is a 3 unit class. Students should spend 3 hours directed by their advisor each week. Some advisors meet with students in a group setting and some prefer to meet with each team separately. The advisor time will most likely be back loaded with proposal revisions and project reviews. In addition,

EE299B students are expected to spend approximately 15 to 30 hours per week on research, development, debug, and document writing.

Responsibilities

EE299B is a thesis class. The responsibilities are divided between the Graduate Coordinator, student project symposium chair, the student, and faculty thesis committee. The following table lists the responsibilities of each party during EE299B

R = Responsible A = Advise M = Manage F = Facilitate

What	Graduate Coordinator	Proj. Symp. Chair	Proj. /Thesis Advisor	Student	Comment
Time management			A	R	Must be strictly on time
Thesis completion			A	R	Advisor can be a good resource
Thesis submission	F		A	R	Student completes, advisor approves, student submits
Grammar check			A	R	Use grammar checker(s)
Plagiarism check	F		A	R	Submit to canvas
Presentation schedule		F	M	M	
Poster		F	A	R	Student prepares & submits
Presentation slides		F	A	R	Student prepares & submits
Thesis grade	R		R	M	Thesis Advisor must ensure grade to be submitted to Graduate Coordinator on time

Required Submissions

Requirements for EE299B submission are listed as below. **Due dates for these submissions are listed on the "Tentative Course Schedule" on the last page of the syllabus.** Some students will be nominated by their thesis advisors for presentation at Student Project Symposium. If you wish to do the presentation, please discuss with your thesis advisor

1. **Hard-copies** with thesis advisor's signatures
 - a. A **bound** (plastic grip, comb, spiral, or wire bound) copy of **thesis report** with your advisors' signature on it. Use MS thesis cover page and signature page included in the "SJSU Master's Thesis and Doctoral Dissertation Guidelines" that can be found at: <http://www.sjsu.edu/gup/gradstudies/thesis/index.html>
 - b. A printed copy (use stapler or clip) of **similarity check (summary) report** from canvas turn-it-in with your advisor's signature on it.
2. **Soft-copies** (in PDF format) submitted on **CANVAS**. (NO need to have thesis advisor's signature on soft-copies)
 - a. Soft-copy of your **thesis report**
 - b. Soft-copy of **thesis poster**.

Instructions for creating thesis posters and sample posters are on the class canvas

Important Notes for EE299B Students: Besides the department submission requirements and deadline stated above, thesis students must also comply with university submission requirements and deadlines. **Follow the instructions from SJSU Graduate Studies & Research office regarding the steps for completing a master's thesis** at <http://www.sjsu.edu/gradstudies/thesis/>

Grading Information - Outcome Assessment

Students who did not submit completed set of thesis documents (thesis report, turn-it-in summary report, presentation slides, poster, etc...) or failed to submit them on time or did not complete the poster presentation will automatically receive grade NC (no credit) and must repeat the class. A student who completed the submission and poster presentation will have his/her grade assigned by the thesis advisor. Each advisor has his/her grading standard. Many advisors feel a passing grade requires preparation for publication. Each student should consult with their thesis advisor to determine the advisors grading standards. Not all students will receive a passing grade. The advisor will assess the quantity and quality of the work performed. Students who fail to complete the thesis will be given the fail grade

Report Pending (RP) grade will be given only for unforeseen circumstances with supporting documentation (Doctors letter, request for thesis revision from GSR office, etc.) per University policy. Note that work, internships, other coursework, marriages, visas, or failure to complete the thesis on time will not be considered as unforeseen circumstances. In order to be considered for "RP" grade, student must fill-out a "RP Grade Agreement" form at https://ee.sjsu.edu/webdav/downloadable_forms/RP-Grade-for-EE299-Form.pdf and have thesis committee chair's approval. A student who received RP grade in a preceding semester in a thesis class and completed all other course-work required for MSEE degree will be required to enroll for 1-unit EE1290R Special Session course to continue your student status.

Timely submission

It is important you submit your work on time. Most students require several revisions of the report, both for grammar as well as technical content revision. Your advisors are very busy at the end of the semester. It may take them several weeks to review and comment on your report. Don't waste your advisors time by submitting a poorly written report with many grammar errors. Many students run out of time, and try to do the report quickly. It is then rejected, and revisions are required. You should have a draft report ready at least 3 weeks before the final submission. Many advisors are very busy during the last 2 weeks of instruction and are hard to find after the last day of instruction (are very busy in grading exams and preparing grades.) There are no office hours after the last day of instruction until the first day of instruction the following semester. Timely submission is your responsibility. Talk to your advisor to determine how much time they will need to review your paper. Think about your past writing, and plan time for revisions so you can be proud to have others see your work. The EE department may publish your report on the web. Use the automated tools to ensure your paper is free of grammar errors, and has no plagiarism problems before submitting to your advisor.

Time and thesis management

Students are expected to develop and practice time management skills. The thesis is a major work with limited instruction and instructor management. Students are expected to invest approximately 400 hours in their thesis work. This work cannot be done in a few weeks or at the last minute. Each student is expected to complete the proposed thesis. Significant time management maturity is required to complete a thesis during an internship or while working. Students are expected to plan and execute for success. Last minute thesis scope changes may result in significant problems. Students are responsible to manage their thesis to success.

Advice on Report format

The guidelines for M.S. thesis report and proposal are on the EE department website at <http://ee.sjsu.edu/content/projectthesis-guidelines>. Follow the format described in the "Master's Thesis

Guidelines” at: http://www.sjsu.edu/gradstudies/docs/thesis_guidelines.pdf. Reports typically have about 100 pages of written text. This does not include tables of content, code listings, figures, drawings, schematics, simulation plots, etc. Many students fall into a trap of just placing a number of figures at the end of the document, and hope no one reads the report. Every figure should have at least ½ the figure height of text explaining the figure. If you have nothing to say beyond the title for the figure/table, then you should discuss why the figure needs to be in the report, and not in an appendix. These reports will be published, and you and your advisor should be proud of your work and willing to show the world what you have done.

Advice on paraphrasing/plagiarism

Some students plagiarize unintentionally because they do not use proper paraphrasing. You CANNOT copy anything directly from another source, even something as small as a part of sentence. Also, changing a word or two in a sentence is NOT proper paraphrasing. You need to take a concept and completely re-write it in your own words and style, and reference the location of the source of the concept. To improve your paraphrasing, when you read a paper or website, take detailed notes and write everything down in your own words. Then when you write your paper, use only your notes, not the original sources.

University Policies

Office of Graduate and Undergraduate Programs **maintains university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc.**” You may find all syllabus related University Policies and resources information listed on GUP’s [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/>

EE Honor Code - Honesty and Respect for Others and Public Property

The Electrical Engineering Department will enforce the following Honor Code that must be read and accepted by all students.

“I have read the Honor Code and agree with its provisions. My continued enrollment in this course constitutes full acceptance of this code. I will NOT:

- Take an exam in place of someone else, or have someone take an exam in my place
- Give information or receive information from another person during an exam
- Copy project information from others
- Use more reference material during an exam than is allowed by the instructor
- Obtain a copy of an exam prior to the time it is given
- Alter an exam after it has been graded and then return it to the instructor for re-grading
- Leave the exam room without returning the exam to the instructor.”

Measures Dealing with Occurrences of Cheating

- Department policy mandates that the student or students involved in cheating will receive an “F” on that evaluation instrument (paper, exam, project, homework, etc.) and will be reported to the Department and the University.
- A student’s second offense in any course will result in a Department recommendation of suspension from the University.

Tentative Course Schedule

Dates can be changed with notices by emails from Graduate Coordinator

Due Date	Topic
November 09, 2017	Last day for thesis advisor to nominate students for oral presentation at the student project symposium. If you are interested in doing oral presentation at the symposium, talk to your thesis advisor before this date.
November 17, 2017 (before 17:00)	Document submission for Student Project Symposium (<i>Note that late submission will NOT be accepted and request for late submission will NOT be granted, absolutely. Questions about the symposium can be addressed to eesymposium-group@sjsu.edu</i>) Submit a soft-copy of your thesis poster to https://form.jotform.us/71855863395168 . The link will be available for submission from 9:00 AM on November 13, 2017 (<i>Students are responsible for making sure that their advisors approved the posters for submission</i>). Instructions for creating project/thesis posters and sample posters are on the class canvas
Weeks of November 20 and November 27, 2017	If you are nominated and selected for oral presentation (you need to ask your thesis advisor to nominate you for oral presentation), you will be scheduled for oral presentation rehearsal sometime during these two weeks. You will also receive additional information from the symposium committee regarding oral presentation schedule
Dec. 1, 2017 (11:00 – 17:00) Student Union Ballroom	Student Project Symposium at Student Union Ballroom Symposium time is 11:00 to 17:00 but students need to be at the symposium at 10:30 for checking in. Students should dress in business formal attire
December 11, 2017 (before noon)	(Soft-copies submission) Document submission to class CANVAS, all documents <u>must be in PDF format</u> (<i>Request for late submission will NOT be granted, absolutely. NO need to have thesis committee signatures on soft-copies</i>) <ul style="list-style-type: none"> · Final version of your thesis report · Final version of your poster (Hard-copies submission) Document submission to your thesis advisor (<i>Late submission will NOT be accepted and request for late submission will NOT be granted, absolutely</i>) <ul style="list-style-type: none"> · Approved thesis report (a bound hard-copy: use plastic grip, comb, spiral, or wire bound) · Approved similarity summary report from CANVAS turn-it-in (hard-copy: use stapler or clip) Note: <i>Submit to your thesis advisor and your advisor will submit to the department for Graduate Coordinator's signature. If your advisor prefers you to submit to the department, drop the whole document package to the EE office after having your thesis committee signatures on the documents (Do not try to obtain Graduate Coordinator's signature. The EE office will obtain Graduate Coordinator's signature)</i>