



# GRADUATE STUDENT ORIENTATION

## ECE DEPT. FALL 2025



UNIVERSITY  
OF ALBERTA

# ECE Key Department Roles

| Name          | Role                                               |
|---------------|----------------------------------------------------|
| Ryan Li       | Department Chair                                   |
| Manisha Gupta | Associate Dean Graduate Students                   |
| Gregory Kish  | MEng Faculty Advisor                               |
| Ena Mander    | Graduate Student Advisor (Thesis based – MSc, PhD) |
| Shay Whelton  | Graduate Program Advisor (Course based - MEng)     |
| Wendy Barton  | Academic Department Manager                        |

# Agenda

- 1:00 Dr. Manisha Gupta, Associate Dean Graduate Students (ECE) [mgupta1@ualberta.ca](mailto:mgupta1@ualberta.ca) (Start and welcome)
- 1:10 Graduate Students Association (GSA),  
Hazel Kemuma, VP Student Life, Grace Kinley, Administrative Support Specialist [gsaca@ualberta.ca](mailto:gsaca@ualberta.ca)
- 1:20 Faculty of Graduate & Postdoctoral Studies (GPS) - Erin Sanderman, [sanderma@ualberta.ca](mailto:sanderma@ualberta.ca)
- 1:25 Individual Development Plan (IDP) and Professional Development (PD), Erin Sanderman [sanderman@ualberta.ca](mailto:sanderman@ualberta.ca)
- 1:40 University of Alberta International (ISVS) – Xiaobing Lin [xiaobing.lin@ualberta.ca](mailto:xiaobing.lin@ualberta.ca)
- 1:50 Safety – Derek Perepelitza [dperepel@ualberta.ca](mailto:dperepel@ualberta.ca) Faculty of Engineering, Project Group Safety Advisor
- 1 :55 Engineering Librarian – Dana Ouellette [djouelle@ualberta.ca](mailto:djouelle@ualberta.ca)
- 2:00 Writing Services – Bhuva Narayanan [write@ualberta.ca](mailto:write@ualberta.ca)
- 2:10 Teaching Assistant Information (TA) – Jason Fong [jmfong@ualberta.ca](mailto:jmfong@ualberta.ca)
- 2:20 ECEGSA – Md. Anik Hossain
- 2:25 Dr. Greg Kish, MEng Faculty Advisor [gkish@ualberta.ca](mailto:gkish@ualberta.ca)
- 2:35 Dr. Manisha Gupta, Associate Dean Graduate Students (ECE)

# Resources

## ECE Current Graduate Student Resources:

<https://www.ualberta.ca/engineering/electrical-computer-engineering/graduate-studies/current-student-resources/index.html>

## ECE Graduate Student Handbook:

<https://www.ualberta.ca/engineering/media-library/dept-electrical-computer-engineering/graduate/grad-docs/graduate-student-handbook-aug-2022.pdf>

## University Calendar's Graduate Regulations section:

[https://calendar.ualberta.ca/preview\\_program.php?catoid=44&poid=54905](https://calendar.ualberta.ca/preview_program.php?catoid=44&poid=54905)

## GPS Program Manual:

- <https://www.ualberta.ca/graduate-studies/about/graduate-program-manual>

## GSA's Graduate Student Orientation:

- <https://www.ualberta.ca/graduate-students-association/services/graduate-student-orientation.html>

## TA assignments:

- <https://www.ualberta.ca/engineering/electrical-computer-engineering/graduate-studies/current-student-resources/ta-assignments.html>

# Your Responsibilities

“Responsibilities Related to Graduate Students” in University Calendar:

- ***Graduate students are ultimately responsible for their own programs. They are expected to read the Calendar and any other relevant documents to become familiar with all regulations and deadlines relating to their programs. The students' fundamental responsibilities include***
  - ***ensuring that their registration is accurate and does not lapse,***
  - ***submitting appropriate forms to the department for signature and processing, and***
  - ***paying all fees required by the deadline dates set out in the Calendar.***

# Course requirements

- Course requirement to graduate:
  - MEng: 8 courses + ECE 910 + INT D 710: “Ethics and Academic Citizenship”
  - MSc: 5 courses + Thesis + INT D 710: “Ethics and Academic Citizenship”
  - PhD: 6 courses + Thesis + INT D 710: “Ethics and Academic Citizenship” & INT D 720: Advanced Ethics and Academic Citizenship”
- If you are admitted in Fall 2025, your requirements are:
  - IDP (Individual Development Plan)
  - 8 hrs of FGSR PD from campusBRIDGE. Two sessions offered by Engineering Career Connections are also eligible and highly recommended (Career Branding & Networking for Success and Engineering Your Career: Job Search Strategies that Work)

# GPA requirements

$$GPA = \frac{\sum(Grades)(Credits)}{\sum Credits}$$

Minimum GPA needed for graduation

- MEng: 2.7
- MSc: 3.0
- PhD: 3.3

If GPA goes below these minimums, you may be put on probation.

If GPA becomes less than 2.3, you may be required to withdraw from the program immediately.

# ENGG 700

ENGG 700: Technical and Professional Communications (for Thesis-Based Master's and PhD Students)

Instructor: Robyn Braun, PhD, MFA

## ENGG 700 - Special Topics in Engineering

3 units (fi 6)(EITH/SP/SU, VARIABLE)

[Faculty of Engineering](#)

This course will be offered at the discretion of the Faculty of Engineering.

[← Previous term](#)

[Browse Terms ▼](#)

No syllabi

Fall Term 2025

Winter Term 2026

### Fall Term 2025

#### Lectures

| Section               | Capacity | Class times                    |                 |             |
|-----------------------|----------|--------------------------------|-----------------|-------------|
| LECTURE A2<br>(58819) | 65       | 📅 2025-09-02 - 2025-12-08 (TR) | 🕒 12:30 - 13:50 | 🏢 CSC B-10  |
| LECTURE A3<br>(58820) | 65       | 📅 2025-09-02 - 2025-12-08 (W)  | 🕒 14:00 - 16:50 | 🏢 NRE 1-003 |
| LECTURE A4<br>(58821) | 65       | 📅 2025-09-02 - 2025-12-08 (F)  | 🕒 14:00 - 16:50 | 🏢 NRE 1-003 |

### Winter Term 2026

#### Lectures

| Section               | Capacity | Class times                    |                 |            |
|-----------------------|----------|--------------------------------|-----------------|------------|
| LECTURE B1<br>(88982) | 60       | 📅 2026-01-05 - 2026-04-10 (TR) | 🕒 12:30 - 13:50 | 🏢 MEC 4-3  |
| LECTURE B2<br>(88983) | 48       | 📅 2026-01-05 - 2026-04-10 (W)  | 🕒 14:00 - 16:50 | 🏢 GSB 8-59 |

# Teaching Assistantships in ECE

- 3 Key TA Roles:
  - Lab Instructors
    - Responsible for nearly all aspects of the lab.
  - Lab TAs
    - Help in the lab working with the students
  - Lecture TAs (aka Markers)
    - Support the lecture prof by marking assignments etc.
- Over 40 undergrad courses with a lab component. Each year, about 150 grad students get a TA job.
- Top priority given to 1<sup>st</sup>-4<sup>th</sup> year PhD students
- MSc – Eligible after completing 1 term (Jan 2025)
- MEng – not eligible

# Teaching Assistantships in ECE

For Students who have received a TA commitment from the department:

- You must apply for TA positions even if the department has 'promised' you some hours with admission.
- You must perform well & meet deadlines
- The annual commitment is a target, but might be slightly up or down term to term or year to year.
- The overall commitment will be met over the 4 years.
- If you get a scholarship, do not spend it all at once, your TA commitment/assignments will most likely be reduced.
- Every year we evaluate and modify the TA commitment for the next year's students, so if you have questions ask me directly.
- Your friends who started last year or will start next year may not know the details of your situation

# Reliable sources of information

- University of Alberta Calendar
- FGSR Graduate Handbook
- ECE Department Graduate Manual
- Associate Dean for graduate students
- Meng Faculty Advisor
- Graduate Student Advisor and program assistant
- Announcements are all sent through the [ECE-grad] mailing list.
- Unreliable sources: pretty much anyone else

# Graduate program contact

Please email

- Ena Mander ([ecegadv@ualberta.ca](mailto:ecegadv@ualberta.ca)) for MSc and PhD
- Shay Whelton for Meng advising ([ecegadv@ualberta.ca](mailto:ecegadv@ualberta.ca)) and all graduate admissions ([ecegradm@ualberta.ca](mailto:ecegradm@ualberta.ca))
- [eceta@ualberta.ca](mailto:eceta@ualberta.ca) for TA related questions.

**Thank you for  
attending and please  
join us for the  
reception!**