Welcome to Cornell University Computer Science Master of Engineering Program
What to expect today:

- A brief introduction to the Department of Computer Science (Stephanie A. Meik)
- Overview of CS MEng Program and degree requirements (Professor Dexter Kozen)
- A presentation on the administrative processes and requirements of the CS MEng Program (Stephanie A. Meik)
- Refreshments
A few facts about Cornell Computer Science

- We have about 100 CS MEng Students
- Currently there are about 600 undergraduate majors
- Currently there are about 135 PhD students and 10 MS students
A few facts about Cornell Computer Science

- Computer Science is housed in Gates Hall which opened 4 years ago (January 2014.)
A few facts about Cornell Computer Science

- All of the College of Computing and Information Science is housed in Gates Hall (with the exception of Statistics.)
  - Ground floor = CIS Student computer labs, tutoring rooms and auditorium.
  - 1st floor = administrative offices for CIS; including Student Services and ITSG (Information Technology Systems Group.)
  - 2nd floor = Information Science, administrative, research labs, PhD students and faculty.
  - 3rd and 4th floor = Computer Science, administrative, research labs PhD students and faculty.
A few facts about Cornell Computer Science

- Computer Science is a Department in the “College” Computing and Information Science, or CIS
- The Dean of CIS is Greg Morrisett
A few facts about Cornell Computer Science

- Computer Science is a Department in the “College” Computing and Information Science, or CIS
- The Dean of CIS is Greg Morrisett
- CIS is not a full college, so many academic functions are shared with Engineering
  - Including:
    - The College of Engineering Registrar
    - Engineering Career Services
    - Departmental and College Level IT support
A few facts about Cornell Computer Science

- The Chair of the Department of Computer Science is Professor Fred Schneider
Jessica Beebe – Administrative Ass’t

- 104 Gates Hall – first cube on the left
Administrative Stuff
Agenda:

- Overview of all the administrative details which are important to know, but tedious to go over.
  - Presented in boring Power Point slides
  - All the information will be available to you for future reference.
  - Not knowing the information or where to find it is not an excuse for neglecting to fulfill academic or administrative requirements.
  - I will try to cover everything as quickly, concisely and lively as possible.
Course Enrollment

- You do not need advisor approval to add/drop courses prior to the deadlines.
  - Deadline for adding courses online is:
    - February 7, 2018.
  - Can add courses via petition until:
    - March 21, 2018
  - Deadline for dropping courses is:
    - March 21, 2018
If you wish to change credit hours (on credit variable courses only,) you can do so until:

- **February 7, 2018**
- If you wish to change grading option (i.e. S/U to Letter or Letter to S/U) you can do so until:
  - **March 21, 2018**

If you drop a course after the **March 21, 2018** deadline, a “W” will appear on your transcript. No exceptions.
- Absolute day to drop via petition with a “W” is: April 27, 2018
- Absolute last day for MEng students to change a course to AUDIT (via petition) is: April 27, 2018.
- All of the above are noted on the dates and deadlines handout and on the engineering website:
  http://www.engineering.cornell.edu/academics/dates-and-deadlines.cfm
- Difficulty adding courses on line?
  - Contact Stephanie so she can advise on instructor permission, enrollment pins, time conflicts or classes that are full.

- Trouble remembering?
  - You will be sent reminders about the add/drop deadlines and should be certain to make sure you have added what you thought you added and dropped what you thought you dropped.
  - It is especially important to make sure that your grading option is correct (Letter or S-U or Audit)
- Any changes which happen after the add or drop deadlines must be processed with a petition.
  - All petitions and paper add/drop forms need to be completed with and signed by Stephanie before being processed by the registrar’s office.

- You are responsible for ensuring that dropping a course will not effect the completion of your degree requirements.
  - It is usually a good idea to check with Stephanie to insure you have a reasonable course plan which allows you to complete all degree requirements. (Use the planning worksheet)
Taking Business School Courses

- Some classes offered through the Business School (JGSM) are approved as eligible for CS MEng Credit.
  - Check the Pre-approved Elective webpage here: http://www.cs.cornell.edu/masters/academics/preapprovedcourses

- The Johnson Graduate School of Management has a course enrollment procedure separate from the Engineering Registrar.
  - If you plan on taking courses at JGSM, you are responsible for reading the instructions for adding each course as they differ from course to course.
  - Enrollment conditions can be found on the course roster course description https://classes.cornell.edu/browse/roster/SP18
  - Some courses can only be added by non-MBA students after the first two weeks of classes. Please note, you must be sure you want to continue in the course because you will not be allowed to drop it without paying a penalty....a real money penalty.
  - You are not guaranteed enrollment in JGSM courses even if you attended the first two weeks of class, although it is the rare occasion that this is the case, it is best to stay on top of the enrollment for any business school classes.
Business School Courses – be aware!

**Final Exams**
JGSM does not necessarily follow the University exam schedule and sets their own dates and times for final exams.

**Waitlists**
If you are on a Business School “waitlist” and a space opens up, you might be added directly by their registrar without your knowledge.
Taking Physical Education Classes

- Physical Education courses are available, however they **will not** count towards your credit distribution.
- Many PE courses require additional fees as well.
- Start and End Dates might be different than regular course schedules.
- Most PE courses have attendance requirements.
- The add and drop deadlines are different for many PE classes.
- Check the class information on the Cornell PE website for additional information on Add/drop dates.
Physical Education Class Alternatives

- If you would like to take fitness classes without the commitment, you can become a member of the Cornell Fitness Centers.
  - Visit: http://recreation.athletics.cornell.edu/fitness for additional information.
- Many other opportunities for sporting activities are available.
  - Squash and Tennis / Badminton / Bowling / Golf
  - Intermural teams
  - Sports clubs
  - Google what you are interested in...almost everything is available...start a club if not!
Project Information
What is the Project requirement?

- Students must complete a Master of Engineering Project worth at least 3 credits, but no more than 6 credits.
- The Project can be done in the fall, the spring or both.
- A student can complete one project in one semester or two projects (one in each semester or two in one semester.)
- A student can work on the same project over two semesters or two separate projects one each semester.
- Whether you do one project or two, no more than a total of six credits will be counted towards the degree required 30 credits.
- The CS MEng Project does not count as part of the required 15 CS course credits.
Choosing a Project: How and When?

How do you find a project?

- Check out the CS MEng Project list through the online CS MEng Project portal
  - Has projects submitted by CS and non-CS faculty
  - Available to CS MEng students only.
  - Stephanie will share the link to the list which is updated as projects become available.
- Come up with a project on your own or with a group, write a proposal and contact faculty members in the subject area to discuss if they would be willing to serve as your project advisor.
- Check out the many Project Teams active throughout the College of Engineering, many need and want Computer Scientists to help with software development.
• It is possible in some project-based courses to extend your course project to count as a separate MEng project.
  • Keep in mind that an additional and substantial amount of work will need to be done, your course project cannot “double” count as your MEng project.
  • It is most reasonable to choose to do this sort of project the semester after the course, so the “starting point” of your MEng Project is the end point of your course project.
  • This option needs the support of the instructor teaching the course, and he/she should agree to this before the end of the course.
• A new project website is available through the College of Engineering
  • The projects are offered by faculty throughout the College of Engineering, many needing/wanting CS students.
  • A link was sent to all MEng students on Monday, January 22, 2018
  • All M.Eng students have access to the list.
  • The COE list closes on the March 16th
Adding Projects

- You can enroll in your project online until February 7, 2018.
  - After the 7th, enrollment is done via paper add and/or through Stephanie.

- To enroll in a project you need to sign up for CS 5999 under the section assigned to the faculty member who will serve as your project advisor.
  - If your project advisor is not a CS faculty, CS Field Member or CS researcher, you will have to find someone who has a CS 5999 section number to serve as an “in-house” CS advisor who will ultimately confer with your outside advisor and assign your grade.
  - If you are unable to find an appropriate CS Field Member to serve as your CS adviser, you should contact Professor Kozen who is happy to do so.
If your project is part of a project course in another field (ex. CUAUV or CU Air) you should enroll in the Project course associated with that project in the field it is offered.

- You will be required to have the Project Adviser/Course Instructor verify that you will be involved in technical aspects of the team if you are to count it as a CS MEng project. The project approval form should suffice.
- Do not enroll unless you have decided on a project and have a CS Faculty, Field Member or researcher who has agreed to serve as your project advisor.
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Project Agreement

Once you have decided upon your project, you will need to complete a project “approval” form and have it signed by your project advisor, (and CS project advisor as well if appropriate.)

![CS M.Eng Project Approval Form](image)
Project Agreement

Why?
- We are required to have documentation that we are aware of the projects being offered by faculty and completed by the students.
- The form insures you and your advisor agree on the work required for the project and the time frame in which it should be completed.
- When the end of the semester arrives and you “present” your final project work to your project advisor, you don’t want her to say you have additional work before being graded.

Completed and signed forms should be returned to Stephanie.

NOTE* The form does not automatically “enroll” you. You will need to enroll through student center or contact Stephanie about adding a project after the add deadline.
Questions?
Forms

- **Student Local and Emergency Contact information:**
  - You have been sent a Google form which you should fill out and submit before the 5th of February.
  - The information requested is needed to update your current record in CS.
Course Planning Worksheet

- Please use this form to plan out your two semesters.
- It is useful for when you come to me and say… “I am taking these courses and I plan on taking these courses, will I be on track to graduate?”
- If the form is filled out, even if there are several options penciled in, I am better able to visualize that you will be fulfilling your requirements.
- There is no need to submit this to me.
- You do not need to complete it unless you are coming to me for advice on scheduling etc.
# Degree Requirement Worksheet

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<th>Cornell ID#:</th>
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<th>Expected Grad Date:</th>
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<th>Semester 1 [Early Admit? Y/N]</th>
<th>Fall/Spring</th>
<th>Course (ex. CS 5300)</th>
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## Breakdown of Credits

- **Project Credits (3-6 credits)**

- **S/U Courses (may NOT exceed 2 credits)**

### Extra Semester

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### Total Credits

- Semester 1:
- Semester 2:
- Extra Semester:
- Total Degree Credits:

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Computing and Information Science Account Information sheet:
  Provides information on the CIS Network, setting up accounts, VPN, Mail-lists and Tech support.

Project Approval Form (white) – as mentioned earlier
E-mail Lists

- You all have been added to the CS M.Eng Student mail list
- This is first and foremost how you get information from me regarding administrative and programmatic issues.
- **Read my e-mail!** I try to include information in the subject if the message is for a particular subset of students, but sometimes forget, so read stuff.
- I send important reminders of deadlines etc. and usually more than once.
- Sometimes I send messages about free food, sometimes about employment or internship opportunities.
- Other mail lists include the MEng list, so you will get messages through that list for the Gates Hall Community, the CS Department and CS graduate students.
Colloquium Mail List

If you are enrolled in Colloquium, (and even if you’re not,) you can sign up to receive the announcements about the speakers by sending mail to: CS-Colloquium-L-request@cornell.edu
Use Resources Wisely

- Be aware of campus policy on downloading music and videos, copyright infringement and the other risks of file-sharing.

- Cornell IT (CIT) monitors for excessive bandwidth usage and will contact our IT team members if an internal investigation is warranted. Unless you are pre-approved to use massive amounts of bandwidth for a project or research; all violators will be sanctioned.
  - Please talk to CIS IT if you need extra resources.

- Do not use Cornell resources for personal businesses, illegal activity or other non-professional use.
M.Eng./MPS Lab

- Gates G23 (key card [CU ID Card] access only)

- Only CS M.Eng. Students and IS MPS Students are permitted to use the M.Eng/MPS Labs. **It is not a public lab.**
  - Please do not let students who are not either CS MEng or IS MPS students into the lab...if they are not able to turn the light green with their ID, they should not be in the space.

- CS and IS Masters students share all computing space, lounge, printers, break out rooms and locker area.
- Computers, keyboards, mice etc. are for the use of any student with access to the lab.
  - No one should be removing, or moving, any of the peripherals from where they are...but if you do, please return them to wherever you took them.
The **breakout rooms** are for groups working together and are on a first come basis.

If you are working on a group project and there are group members who are not CS MEng or IS MPS, you will need to meet outside the lab space.
• All machines are dual boot - Linux and Windows. If you find this not to be true, please contact the IT group using the helpdesk ticket system.

• Printing is on the Net Print Service. You should follow the instructions for setting up your Net Print account on the CIS IT information sheet you received in your packet.
More Lab Info:

- Lockers in G23 available for student use. Locks will be provided upon request and returned when you leave the M.Eng Program, (hopefully because you graduate.) We will set up a time when we are distributing locks, watch for the message.
- Keep lab clean, clean up spills, do not leave personal papers etc. lying around, use trash bins etc.
- Cleaning supplies are available in the kitchen (G31) for you to use in case of an accidental spill.
- Be considerate of your peers, no loud music, raucous behavior, loud conversations etc.
• Please restrict phone usage to the hallways so you do not disrupt others working in the lab.

• Basic office supplies will be supplied by the CS/INFO Graduate Office (stapler/staples/white board markers.) We will keep extras stored in the lab, send message to Stephanie (sam83) or Katie (kam394) if lab runs out.

• No eating or drinking in computer areas.
  • Please restrict eating and drinking to lounge area, and again, clean up after yourselves

• Only use markers specifically made for white boards on the white boards. Again, these are supplied by the Graduate Offices 110 D and 104 Gates.

• Markers should not be used to write on desks. Markers may be used to write on glass.

• Any complaints, concerns, suggestions about the CIS Masters lab should be sent to Stephanie sam83@cornell.edu.

• All technical issues should be directed to the IT team via Help Desk system.
Ground Floor Kitchen

Ground Floor Kitchen (G31) – ProxCard (CU ID Card) Access only

- The Ground Floor Kitchen is available for use by the CS MEng and IS MPS students only.

- Kitchen is a privilege and coffee, tea and hot chocolate are supplied by CS and IS.

- MEng and MPS Students are responsible for keeping the kitchen clean
  - Wipe up spills, splashes and drips as they occur
  - Toss out sugar packets, tea bags etc. as you use them.
  - Rinse out sink after dumping stuff into it.

- Please label all food with your name and date. Labels are available in the kitchen.

- Remove your food before it rots and smells.
• Coffee and Tea supplies are made available through the generosity of the Computer Science and Information Science Departments and will be re-stocked on the same schedule as the other kitchens in the building. If something is running low between re-stocking, please send e-mail to Jessica jmd56@cornell.edu and we will notify the supplier.

• Do not leave dirty dishes in the sink. Dishwashing liquid is supplied as are sponges and dish towels.

• Please take responsibility for anything you use.

• The Keurig Coffee machine is plumbed into the water line and therefore the reservoir does not need to be filled. The k-cups are automatically discharged into a waste compartment after brewing, and this will need to be emptied on occasion. There are directions in kitchen on how this is done.
• Please treat the availability of the kitchen as the privilege that it is and be responsible and considerate.

• Abuse or misuse of the equipment, use of supplies or room in general will result in the removal or suspension of kitchen privileges.
  • If we cannot identify who is at fault, we might revoke privileges for all students.

• The custodians are not responsible for cleaning out the refrigerator, dishes left in the sink or even the sink if dishes are left.

• If you wish to volunteer to be the ground floor kitchen czar or czarina…please contact Stephanie sam83@cornell.edu
Career Services

Submit your resume to the CS MEng resume book

Spring Career Fair: February 7th – Barton Hall

Utilize the services offered by the Engineering Career Center located in Carpenter Hall. Visit their website for information on: Handshake, Resume critiques, Interviewing skills, Networking advice etc.

Visit the CIS Professional Masters Career Service webpages for a collection of information on available resources around campus and online.

http://cis.cornell.edu/current-students/career-resources/professional-masters-students
OTHER STUFF

- Participate in CS MEng social events
- Check out the many clubs and student groups around campus
  - http://www.sao.cornell.edu/so/
- Attend the many social and cultural events offered throughout the year campus-wide
  - http://www.cornell.edu/events/
- Find information about life as a grad student at Cornell
  - http://studentlife.gradschool.cornell.edu/
Take Care of Yourself

- Sleep
- Eat healthy foods
- Relax
- Do something fun
- Spend time with other people – outside of the Lab and classes
- Stay in touch with family and friends
- Recognize signs of stress, anxiety, depression and seek help.
- Tend to yourself if you become ill so you do not become more ill. Rest!
Take Care of Your Peers

- If you notice someone looking, acting stressed, anxious or depressed, take a moment, ask them if they are okay, support them, suggest they talk to a professional, tell someone who can help them...be nice.

- If you notice someone not taking care of themselves, not getting sleep, eating poorly, never leaving the lab...help them. Be nice.

- If you have concerns for someone, who is not in immediate danger, and you don’t feel comfortable talking to them, tell someone else about your concerns...me, a mutual friend, Professor Kozen etc.
Utilize the resources available from Gannett

CAPS —
(Counseling and Psych Services)
Let’s Talk
Group sessions
Appointments
Advice from former CS MEng students

- “Work to find a project you are really interested in. Don’t choose a project just because you need a project.”
- “Make sure you allow yourself time to work on your project, do not wait until the last minute.”
- “Attend colloquium and seminars in your area of interest and participate in discussions.”
- “Get to know your peers early so you can choose project partners wisely.”
- “Choose your course project groups carefully.”
- “Do not stay in classes where the subject matter does not interest you or where you are struggling to get the work done.”
- “Many of the your CS classmates are experiencing the same issues as you are…reach out and make friends and commiserate.”
“Do not be afraid to ask for help or extensions if the work gets to be too much.”

“Start preparing for job search early.”

“Learn as much as you can, don’t focus only on earning high marks.”

“There are people here smarter than you…learn from them.”

“It's going to be an exciting time, manage your time well and your course load as well: it's not a competition to see who can take the most classes or the "harder" classes. Choose what you like.”

“Take the courses that interest you the most and you'll not only find them enjoyable, but it will also motivate you to constantly learn more.”

“Taking courses that you have no interest in because they are “easy” is a waste of time and money. Take courses that are interesting and useful.”

“Manage your time well.”

“Make friends.”

“Have fun!”