CSE Winter 2022 Forum:
How to Meet MS Capstone Requirements

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Agenda

- Quick Check-in
- Selecting a Capstone Plan
- Capstone Requirements at a Glance
- Requirements for Reading Committees
- Finding a Faculty Advisor
- Confirming your Faculty Advisor
- Enrolling in your Capstone Course
- Tips for Collaborating with a Faculty Advisor
- Questions
Selecting a Capstone Plan

**Thesis Plan I**
- Ideal for students seeking to work in academia or research after graduating.
- Thesis becomes a publication of the university.
- Thesis can be listed on resumes for job or PhD applications.
- 2-3 quarters to complete.

**Capstone Plan II**
- Ideal for students seeking to work in industry after graduating.
- Can be team-based depending on chosen research area.
- Flexible outcomes: Project expectations & report determined with faculty advisor.
- 1-2 quarters to complete.

Which Capstone plan will best convey my research & findings?

What is my research question?

Which plan will help me meet my career goals?

Is having published research important to me right now?

How much time do I want to devote to my research?

What does my faculty advisor recommend?
CSE MS Capstone Requirements

If You Started the Program in AY19-20

Thesis Plan I
- Up to 10 credits of **CSE 299** counted (5 credits are required for Capstone)
- Nominate a Thesis Reading Committee (3 members) by 2nd week of quarter in which you plan to graduate
- Expository talk is required
- Submit approved thesis to CSE Grad Advising and Graduate Division by last day of quarter

Capstone Plan II (Project)
- 5 credits of **CSE 299** are required
- Nominate Project Reading Committee (2 members) when enrolling in CSE 299 via Master’s Project Form
- Submit approved report to CSE Grad Advising by last day of quarter

If You Started the Program in AY20-21 or Later

Thesis Plan I
- Up to 10 credits of **CSE 299** counted (5 credits are required for Capstone)
- Nominate a Thesis Reading Committee (3 members) by 2nd week of quarter in which you plan to graduate
- Expository talk is required
- Submit approved thesis to CSE Grad Advising and Graduate Division by last day of quarter

Capstone Plan II (Project)
- 5 credits of **CSE 297** are required
- Nominate Project Reading Committee (2 members) when enrolling in CSE 297 via Master’s Project Form
- Submit approved report to CSE Grad Advising to graduate by last day of quarter

Be sure to review the program statement from the year you entered your graduate program in the UCSC Catalog.
CE MS Capstone Requirements

Thesis Plan I

- 48 credits total required for this plan
- Up to 10 credits of 297/299 can be counted toward elective requirements
- Nominate a Thesis Reading Committee (3 members) by 2nd week of quarter in which you plan to graduate
- Expository talk is recommended
- Submit approved thesis to CSE Grad Advising and Graduate Division by last day of quarter

Capstone Plan II (Project)

- 50 credits total required for this plan
- 2 credits of CSE 296 are required
- Nominate Project Reading Committee (2 members) when enrolling in CSE 296 via Master’s Project Form
- Submit approved report to CSE Grad Advising to graduate by last day of quarter

Be sure to review the program statement from the year you entered your graduate program in the UCSC Catalog
Requirements for Reading Committees

**Thesis Reading Committee Membership**
- At least 3 members
- 1st member: Thesis Chair
  - Also your faculty advisor
  - Must be Senate CSE faculty member*
- 2nd member: Thesis Reader
  - Must be Senate Baskin faculty member
- 3rd member: Thesis Reader
  - Must be Baskin faculty member or recognized expert (requires approval)
- To confirm committee, submit a Thesis Committee Nomination form signed by all members to cse-gradadvising@ucsc.edu by no later than 2nd week of the quarter in which you plan to graduate.

**Project Reading Committee Membership**
- At least 2 members
- 1st member: Project Chair
  - Also your faculty advisor
  - Must be Senate CSE faculty member*
- 2nd member: Project Reader
  - Must be Senate Baskin faculty member
- Optional 3rd member: Project Reader
  - Can be a recognized expert (i.e., a corporate partner for the project)
- To confirm committee, use the Master’s Project Form to nominate both members and to petition for enrollment codes in your Capstone course.
  - Committee members must approve the form before petition codes can be issued.

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NOTE: Senate faculty have the following titles: Professor, Assistant Professor, Associate Professor. Lecturers and most Adjunct Professors are not eligible to supervise projects/theses. Some Teaching Professors may be eligible. Check with your Graduate Advisor.

*Some exceptions may apply for CE MS/PhD students, check in with your Graduate Advisor.
How to Find a Faculty Advisor

- Work with a faculty member you *already know*
  - Build rapport in class and office hours
  - Inquire about ongoing research or propose your own idea

- Reach out to faculty members working in a research area you’re interested in
  - Review the [CSE Research page](#) and contact 1-2 faculty
  - Prioritize contacting faculty you already know

- Use the [CSE Master’s Projects Bulletin Board](#)
  - Contact listed faculty to inquire about posted projects
  - Note project expiration dates
  - *Can still contact faculty who are not listed on the board*
Team-based Projects

- Only available for students in approved project-based courses devoted to specific research areas
  - CSE 247, Projects in Artificial Intelligence, is the only eligible course at this time (offered in Spring)
- To pursue this option, students must apply to enroll in CSE 247
  - Application is available on Graduate Advising Forms page just before Spring Registration opens
  - Must complete the application by the deadline indicated
  - Prioritized for CSE MS students but open to grad students in CSE Department
  - Experience with AI, ML, and Deep Learning is required
  - If enrolled, CSE 247 instructor becomes your faculty advisor
  - CSE 247 can meet the Capstone Course requirement.
    - Students cannot receive credit for an independent study and CSE 247
How to Confirm your Faculty Advisor

FIRST:
1. Get confirmation from the faculty advisor in conversation or via email that they will supervise your thesis/project. NOTE: Some faculty may first require a thesis/project proposal before confirming they will supervise MS Capstone research.

2. Email cse-gradadvising@ucsc.edu and your prospective faculty advisor. In the email, nominate the faculty member as your faculty advisor, and ask the faculty member to respond all to confirm the nomination.

3. Your Graduate Advisor will verify the faculty member’s eligibility and will update Graduate Advising records.

NEXT:
- Enroll in your Capstone course or begin working on your thesis/project informally.
- Work with your faculty advisor to identify and confirm thesis/project readers.
- Meet regularly with your faculty advisor as you work on your thesis/project.
How to Enroll in your Capstone Course

Enrolling in a Thesis-Related Independent Study

- 5 credits of CSE 299 count for CE MS & CSE MS students in Thesis Plan I
  - Additional 5 credits of CSE 297/299 can count toward elective requirements
- Use the Independent Study Form on the Graduate Student Affairs website
  - Can select 5 or 10 credits on the form (consult your Grad Advisor for support if needed)
  - Requires faculty advisor approval
  - Permission codes issued after it’s signed
  - Use permission codes to enroll before enrollment deadline or add/drop/swap deadline

Enrolling in a Project-Related Independent Study

- Only use the Master's Project Form any time you’re enrolling in a project-related independent study
  - Requires faculty advisor and project reader approval
  - Permission codes issued after it’s signed
  - Use permission codes to enroll before enrollment deadline or add/drop/swap deadline
- Graduate Advisors add the required course for your program to the form.* Generally:
  - CE MS students enroll in CSE 296 (2 credits)
  - CSE MS students who started in AY19-20 enroll in CSE 299A (5 credits)
  - CSE MS students who started in AY20-21 or later enroll in CSE 297A (5 credits)

*If you anticipate needing a different course or more credits than those listed above, contact your Graduate Advisor.
Tips for Enrolling in a Capstone Course

- **Start the process early!** Work with your faculty advisor to complete the enrollment form when registration opens. Your form may need a reader’s approval as well!

- **Monitor the form’s progress!** Ensure the form is submitted and signed by all committee members at least 2 business days prior to the Enrollment & Fee Payment deadline or the Add/Drop/Swap deadline*.

- **Pick your Grade Option!** Select the grade option of your choice for the Capstone Course: Grades of S or B- and higher are accepted for the Capstone course.

*Only if you’re already enrolled in at least 5 credits
How to Collaborate Effectively with a Faculty Advisor

- Communication is key!
  - Set guidelines on deliverables right away
  - Determine expectations of relationship

- Meet deadlines, stay actively involved in the process
  - Be realistic about your goals
  - Handle deliverables in a timely manner

- Manage your advisor!
  - Determine best means of communication
  - Send reminders of meetings or activities
  - Take notes of important meeting decisions
Helpful Resources:

- Check the [Catalog Program Statement](#) for your program based on the year you started.
- Check out the [CSE Graduate Student Handbook](#) for guidance on degree benchmarks, requirements, and more!
- Access the Independent Study and Master’s Projects Forms on our [Forms page](#)

If you have any questions:

- About your project/thesis - Confer with your faculty advisor
- About degree requirements and policies - Email [cse-gradadvising@ucsc.edu](mailto:cse-gradadvising@ucsc.edu)
- Feel welcome to set up an advising appointment or attend Drop-in Advising