

**Louisiana State University
College of Engineering
School of Electrical Engineering and Computer Science
Division of Electrical and Computer Engineering
Advising Syllabus 2017**

The Electrical and Computer Engineering Undergraduate Adviser(UGA)

John Scalzo, MSEE Georgia Tech, BSEE Virginia Tech

Patrick Taylor 3335

Phone: 578-5478

e-mail: jscalz1@lsu.edu

Experience: High Frequency (RF) Systems Design Engineer

Specialization: DSP, Analog and Digital Communications, RF Circuit design

Office Hours and other information found here: <http://www.ece.lsu.edu/scalzo/index.html>

Mr. Scalzo oversees the advising process. If you have any questions or concerns, please email or call.

All electrical engineering (EE) and computer engineering (EEC) students must be advised

Once admitted into the college of engineering, students majoring in electrical and computer engineering must be advised by a faculty member prior to scheduling. From the LSU catalog:

Students in the *LSU Center for Freshman Year* (UCFY) who meet the following criteria will be admitted to the college (of engineering):

- 24 or more semester hours of earned credit in courses numbered 1000 or above;
- LSU and cumulative GPA of 2.00 or better;
- credit in [MATH 1550](#) with a grade of “C” or better.

All LSU students have an advising hold that prevents them from scheduling. The advising hold is removed after the ECE student turns in an advising form signed by the faculty adviser. The advising form is signed by the faculty adviser after completing the advising appointment with the student.

Students will select their faculty adviser

Early in the fall semester (the beginning of the academic year), ECE students will receive an email from the undergraduate adviser (UGA) giving them the opportunity to select their top three choices for a faculty advisor. EE students must select electrical engineering faculty. EEC students must select computer engineering faculty. The UGA will then assign each ECE student a faculty adviser based on preference and availability. Each year after, a student will have the option to keep their faculty adviser or request a different adviser.

Electrical Engineering Faculty Advisers (area)	Computer Engineering Faculty Advisors
Dr. Choi (electronics)	Mr. De Souza
Dr. Czarnecki (power)	Dr. Koppelman
Dr. Daniels-Race (electronics)	Dr. Li
Dr. Farasat (power)	Dr. Peng
Dr. Feldman (electronics)	Dr. Rai
Dr. Gu (automatic control)	Dr. Trahan
Dr. Kargarian (power)	Dr. Vaidyanathan
Dr. Liang (communications & Signal Processing)	
Dr. Mehraeen (power)	
Dr. Naraghi-Pour (communications & Signal Processing)	
Dr. Park (electronics)	Mr. Scalzo advises the following students:
Dr. Srivastava (electronics)	- Double majors (any majors)
Dr. Veronis (electronics)	- ROTC
Dr. Wei (communications & Signal Processing)	- May, Aug 2018 graduates
Dr. Wu (communications & Signal Processing)	- Student athletes
Dr. Xu (electronics)	
Dr. Zhou (communications & Signal Processing)	

All ECE faculty are required to serve as academic advisers

New faculty are not required to advise students during their first year on campus. After their first year, electrical engineering faculty will advise electrical engineering majors. Computer engineering faculty will advise computer engineering majors. The UGA will hold adviser training sessions upon request.

The UGA will advise the following students:

- Students with more than one major
- Students not taking classes :
 - students working a full time co-op
 - students studying abroad
- Students required to complete their graduation senior checkout appointment
- ROTC students
- Students admitted to the college of engineering in the middle of an academic year.

The Advising Period

Advising for the spring semester occurs in the prior fall semester. Advising for the fall semester occurs in the prior spring semester. Students do not need advising for the summer semester, and can schedule for summer classes beginning in the prior fall semester. The advising period is approximately the month prior to when the student's scheduling period begins. The student's scheduling period depends on the number of credit hours completed. A complete list of scheduling priority dates is located in the ***Schedule Booklet*** under ***Registration Calendar***. Note that the scheduling period ends about two days after the last group

of students can register. A student cannot register for classes until they have their “advising hold” removed, and their scheduling date/time arrives.

The Advising Appointment

Scheduling the Appointment

Students should arrange to meet with their faculty adviser during office hours or another scheduled time. ***Do not wait until the week you schedule to contact your adviser for an appointment.*** Scheduling a time can take at least one week, so start the process early.

What to Bring:

The student should bring two documents to the advising appointment. These documents should be filled out prior to arriving at your appointment.

1. The flowchart (correct catalog year) – You can find your flowchart [here](#). Once you print a copy, place an “X” through courses that you already have earned credit. Place a “/” through classes you are currently enrolled.
2. The advising form – You can find a link to the advising form [here](#). Fill out the top half of the form, including the classes you plan to take in the upcoming semester.

Paper copies of these forms are also located in the main office of ECE, Patrick Taylor 3325

What Happens During the Appointment?

- **The Adviser’s** primary responsibility is to make sure the student is going to facilitate student matriculation and retention. This can be accomplished primarily by ensuring the student enrolls in the right courses, and the right number of courses. Every student has different circumstances, so the schedule that is right for one student may not be right for another. The faculty adviser will look at the flowchart and determine what courses should come next. Be mindful of what courses are on the upcoming schedule.
- **What the student gets out of the appointment is primarily up to the student and their level of engagement.** The primary responsibility of the student is to engage in the advising process. Having the flowchart properly marked and the advising form accurately filled out is the first thing. Ask questions. If your adviser does not know the answer, they will tell you where to find it, or direct you to the UGA. At the very least, the student will get an adviser signature on the advising form. At most, the student can get information about the industry, faculty research, graduate school opportunities, undergraduate research opportunities and information about the classes the adviser teaches.

What to do after the appointment:

Once your appointment is completed and your faculty adviser signs your form, bring the form to the main office in PFT 3325. She will go into the system and lift your “advising hold.” You will not be able to register for classes until your “advising hold” is lifted, and your scheduling date/time arrives.

If your adviser was not able to answer all of your questions, please email or visit the undergraduate adviser.

College Holds

Even though your scheduling hold is lifted, it is possible that a student may have a “College Hold” that will also prevent a student from scheduling. Check your myLSU page (where ?) to see if you have a “College Hold”. There are a number of reasons why a student may have a “College Hold”

1. A student needs to enter a graduation date into the system (through myLSU)
2. ??
3. ??

Disabilities

The University is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the University. To this end, Louisiana State University will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and feel you need accommodations for advising, please contact the ECE Undergraduate advisor, Mr. John Scalzo jscalz1@lsu.edu.

Decorum (Professionalism): The rationale behind this classroom decorum is to teach skills and prepare you for the requirements of the engineering profession.

Students are expected to conduct themselves in accordance with accepted standards of classroom behavior. This means arriving in class on time, being respectful to your fellow students, remaining in class for the full time, listening attentively to class instructions and discussion, and refraining from carrying on personal conversations, unless specified to do so. Cell phones and other electronic devices should be silenced while in the classroom. Laptops are welcome in the class provided they are used for class-related purposes. Class-related purposes DO NOT include assignments, unless specified permission is given. Their misuse, like the use of cell phones and other electronic devices, will hurt your CLE grade. Failure to adhere to good classroom decorum, as described above, disrupts class and limits everyone's participation.

Relationship of ABET to Student Outcomes:

The course contributes to these outcomes:	How?
9. Recognition of the need for an ability to engage in life-long learning	
10. Knowledge of contemporary issues	

Prepared by: John Scalzo

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