

LINC Group Rules

Welcome to UT Austin. Listed below are the rules of being a student member of the Laboratory of Informatics, Networks and Communications.

LINC is a part of WNCG, EDGE, CIAS and the ECE department. It consists of 4 lab spaces (ENS 402, 419, ENS basement lab and ACES 5.424).

Terminology: Me = Sriram Vishwanath, admin = Lauren Allaire, sysadmin = Jamil BouKheir.

Facilities

Every student is entitled to a desk and a computer, printer access and equipment needed to conduct research

Every PhD student can go on one “free” trip to a conference, i.e. attends the conference for purely educational purpose. This conference must be the flagship conference in the core research area for the PhD student

If you are the primary author of a conference paper co-authored with me, you will be invited to make a fully-comped trip to that conference.

If you are primary author, you will also present the paper unless it is invited. If invited, I am obligated to present that paper.

You are free to pick your area, switch areas as you please, as long as it is relevant to our general field of research.

You are encouraged to collaborate with anybody you deem appropriate and to work with any faculty members that can help you.

Regardless of nature of appointment (RA, TA, Fellowship), age or citizenship, you are all equal members of LINC. The only differentiating factor is your seniority in the group (for seating priority etc), based on your join-date.

The group has a server – theseus. You can use it for simulations and for other purposes.

We have a “math” library in ENS 419. You can check out books from them anytime.

Responsibilities

Every Graduate student is expected to attend group meetings. If you cannot attend, you **MUST** inform me by email before the group meeting.

Every research-active student must maintain a research notebook. I will ask for it at random. If you produce a disorganized set of notes consistently, it will be a major hindrance in our working together.

Every research-active student must meet me at least once a week. The student must bring the research notebook to this meeting and show me where his/her progress stands.

Students **MUST** come prepared to this meeting. This is not a social gathering. It is precious time where you tell me what progress has been made and I help you with bottlenecks. If you consistently waste time, I will cancel our meetings. Please remember that I will be meeting with ~15 LINC graduate students, many undergraduates and many other students each week and please try not to come with a blank look on your face.

Average expectations: Each research-active student will work on at least one journal-worthy paper at a given time. Each student will aim at submitting conference papers to the flagship conference in his/her field

Information Theory: ISIT

Communications: ICC

Networking: Infocom

Other important conferences: Allerton, Asilomar, GlobeCom, CISS, ITA

All paper re-writes must be accompanied with a review-checklist. As you get more experienced with the process, the checklist is optional. It is not optional for your first paper.

Each student will be assigned papers to review. Journal papers must have detailed reviews. Reviews shorter than 2 pages at 11 point font are usually **NOT** good.

Conference paper reviews can be a paragraph in size, but multi-paragraph reviews are encouraged.

Do not approach WNCG/ECE admins with random questions. Come to me first, or go to Lauren Allaire first.

Paper author rules:

Students are listed first always, if all students participated equally, the names are in alphabetical order. If not, the primary author goes first

Same rules for ordering faculty authors.

My name appears on the paper as the last author only if:

I contributed significantly to solving the problem

We are constrained by the rules behind the paper submission (I have been invited)

It is politically savvy to do so (your mentor/co-author/colleague insists that it must be so)

Otherwise, please leave me out of the paper – no hard feelings. Default, if I did nothing, just leave me out of it.

Students must ARXIV their papers right after the camera ready is due. This is very important.

Student must maintain their website at the LINC site, update their papers periodically.

Each time a paper is to be presented at a conference, the talk must be practiced in front of the entire research group.

Each time a paper is accepted/published, a full citation for the paper along with the paper must be sent to admin and sysadmin by email to update my webpage and resume.

Peer review process: For each submitted paper, we have a LINC peer review process. I really dislike submitting papers that have not been peer-reviewed internally. This ISIT 2009, I will refuse to submit any paper that does not get

internally peer reviewed. For the peer review:

Finish the paper at least two weeks in advance of the deadline

I will identify two independent LINC members to review your paper

Reviews must be incorporated before the final paper is submitted

Each student must submit an end-of-academic-year self assessment to me. All forms can be downloaded from the LINC website. Due date is Sept 1st of each year

Each student must present at group meetings at least once a semester. This must be an organized and coherent presentation. A schedule will be posted at the start of the semester. DO NOT forget your scheduled date of presentation – it is extremely unprofessional to do so.

Each student must make a vanity sheet about their research, and update and maintain this vanity sheet each year. Template is available on the LINC website.

Each research-active student is associated with a grant, or multiple grants. Please be aware of who your sponsor(s) are. You will be asked to help prepare the annual report/semesterly report to that sponsor, to attend meetings with the sponsor and/or to do posters. Please thank the sponsor, grant #, fellowship as appropriate in all your papers.

You must backup all your work and papers. The sysadmin will help you setup and maintain an external backup device.

DO NOT, under any circumstances, use the following on your work machines

Any torrent engine or massive (>5G) download is not allowed. Before downloading something huge, check with me, else your machine may be shut off.

No pornographic images of any kind will be tolerated. Certain pages are tracked, and if detected, your network privileges will be suspended.

No pirated software on office machines

Each student must do an RTA with Janet Preuss prior to travel to get reimbursed.

All purchases must be made on the procard. No equipment purchase can be

reimbursed.

Please use the lab area (402/419/basement lab/ACE 5.424) for research purposes only. Its use for religious gatherings, theme parties or any non lab related event without written permission from appropriate authorities is prohibited.

Report any abuse or sensitive issues within LINC to me. If you find something happening that seems illegal or incorrect, please bring it to my attention.

Plagiarism: Copying any part of anything from anybody without written consent and proper acknowledgment is prohibited. Self plagiarism where you copy part of what you wrote is also prohibited. IEEE/ACM takes plagiarism very seriously. It is embarrassing to all when it happens, and could lead to you (and I) being censured by a disciplinary committee and/or barred from publication for a period of time. It is NOT worth the risk.

Mistakes in proofs and incorrect results: If you ever realize that something in a paper we wrote may be/is incorrect, bring it to my attention immediately. It is better I hear it from you than somebody else. We will take corrective action immediately, such as:

Withdraw the paper

Publish an erratum

Circulate a corrected version to colleagues

Do not let incorrect results and/or proofs slide with your knowledge.

Intellectual Property: All IP generated at the University belongs to the University. Any IP generated in conjunction with LINC on any research issue must be collaboratively patented. Any unilateral attempt at patenting could lead to unnecessary lawsuits and a lot of trouble.

A general observation: We are a large group and cannot operate if we are not systematic in

the way we function. If you do not find yourself conforming to these guidelines and/or find them too binding, we must reassess our relationship at the end of the semester.