Graduate Program New Student Information for Engineering Management & Systems Engineering
Welcome!

Dr. Suzanna Long,
Associate Professor &
Interim Department Chair

“The decision to pursue a graduate degree is both exciting and terrifying! Know that we are glad you’re here and committed to your success. Please reach out to us as needed to help you reach your education and career goals.”

Office:  EM 227
Email:  longsuz@mst.edu
Engineering Management Support Network:

Dr. Steven Corns,
Associate Chair of Graduate Studies

Advises Engineering Management PhD students without Research Advisors, Non-Thesis MS Students, & Certificate-only Students

Office: EM 230
Email: cornss@mst.edu
Systems Engineering Support Network:

Dr. Cihan H. Dagli,
Founder & Director of Systems Engineering Graduate Program

Advises Systems Engineering PhD students without Research Advisors, Non-Thesis MS Students, & Certificate-only Students

Office: EM 229
Email: dagli@mst.edu
EMSE Support Network:

Karen G. Swope,
Office Support Assistant IV of EMSE Graduate Studies
Office: EM 231        Email: swopekg@mst.edu
• Campus & Distance - CT & MS Students (last names starting with A-K)
• All PhD Students

Theresa Busch,
Office Support Assistant IV of EMSE Graduate Studies
Office: EM 232        Email: tbusch@mst.edu
• Campus & Distance - CT & MS Students (last names starting with L-Z)
• Fort Leonard Wood Graduate Program
Department Activities

- Graduate Seminars:
  - Several each semester, dates TBA

- Department Events:
  - Spring Graduate Research Open House
  - Spring Honors Luncheon
  - Fall New Student Orientation
  - Fall Academy Picnic at Schuman Park
  - Halloween Costume & Chili Cook-Off Contests
  - Holiday Celebrations - Watch for Announcements
Mandatory Ethics Training

This is a one-time requirement for new students in EMSE. Personal and corporate integrity is an essential element of any organization. Accordingly, every student is expected to avoid even the appearance of cheating, and to claim credit only for his or her own work.

- **Dual Career, Certificate, & Non-Thesis Masters Students:**
  - Review the EMSE Academic Honesty Seminar Slides sent to you by email.
  - Complete and submit the EMSE Academic Honesty Affidavit to emgt@mst.edu.

- **Thesis Masters & Doctoral Students (students conducting research):**
  - Go to the [CITI Training](#) web page, set up a profile, and complete the training.
  - Please refer to the [EMSE Graduate Handbook](#), Section VI.C. for instructions on this training.
  - Submit a copy of the training certificate page to emgt@mst.edu.

Advising Holds will **not** be removed until you have provided **proof of completion of this Training**. (This will prevent you from being able to register for the next semester.)
Advising

You will receive advising appointment instructions by email to your mst.edu email account at least twice in the month prior to Advising Week.

- Google Groups, the university listserv, prevents acceptance of most outside email addresses. (Contact Karen or Theresa if you don’t receive the Advising email.)

- Advising Holds will not be lifted until you have met with your Advisor and provided any paperwork that is due, including proof of completion of the Ethics Affidavit or CITI Training and the Graduate Program New Student Information Quiz.

- JOE’sss assigns each student a date and time when they can register online. Check in your Self-Serv section to find your date and time.

Register Early so you get into the courses you want!!
(JOE’sss Online Registration opens in April & November)
# Master of Science Degree in Engineering Management

## Course of Study Requirements

Missouri University of Science and Technology (Missouri S&T)

### REQUIRED CORE COURSES

- **ENG MGT 5111** - Management for Engineers and Scientists  
- **ENG MGT 5320** - Project Management  
- **ENG MGT 5412** - Operations Management Science  
- **ENG MGT 6211** - Advanced Financial Management

### Students Requirements

- Students may choose a certificate area depending on their interests. However, courses can be chosen from more than one area. (Certificate rules apply) Students must apply separately for the certificate program if they wish to earn that distinction.

- Students must submit a typed and signed Form 1 to Karen G. Swope (last name A-K) or Theresa Busch (last name L-Z) by advising week of their first semester. Forms can be submitted in person, scanned and emailed, or faxed. The form is available at: [http://grad.mst.edu/forms/](http://grad.mst.edu/forms/).

- If you take courses that vary from your Form 1, you must file a Form 1A prior to enrolling in the course.

- Students must meet all requirements for graduation as specified in the Graduate Catalog for Engineering Management.

  - **Thesis students:**  
    - Cannot register for Graduate Research EMGT 6099 (490) until the Form 1 is on file.  
    - The Form 1 must include your committee members in the signature section.  
    - Thesis students must take two 6000-level courses (in addition to 6 hours ENG MGT 6099 (490)).

  - **Non-Thesis students:**  
    - Must take three 6000-level courses.  
    - Do not have committee members, just an Advisor.

### Core Courses

<table>
<thead>
<tr>
<th></th>
<th>Non-Thesis</th>
<th>Thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required for all students</strong></td>
<td>12 credit hours</td>
<td>12 credit hours</td>
</tr>
<tr>
<td><strong>Graduate Research Course</strong></td>
<td>0 credit hours</td>
<td>6 credit hours</td>
</tr>
</tbody>
</table>

### Total Credit Hours Required

- **Non-Thesis**: 30 credit hours
- **Thesis**: 30 credit hours

---

**REQUPTD CORE COURSES**

- ENG MGT 5111 - Management for Engineers and Scientists  
- ENG MGT 5320 - Project Management  
- ENG MGT 5412 - Operations Management Science  
- ENG MGT 6211 - Advanced Financial Management

---

**Contact Information**

- emgt@mst.edu
- [Website](http://emse.mst.edu/)

---
# Master of Science Degree in Systems Engineering

## Course of Study Requirements

Missouri University of Science and Technology (Missouri S&T)

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Non-Thesis</th>
<th>Thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYSE 5101 - Systems Engineering and Analysis I</td>
<td>18 credit hours</td>
<td>18 credit hours</td>
</tr>
<tr>
<td>SYSE 6102 - Systems Engineering and Analysis II</td>
<td>18 credit hours</td>
<td>18 credit hours</td>
</tr>
<tr>
<td>SYSE 6103 - Economic Analysis for Systems Engineering</td>
<td>12 credit hours</td>
<td>12 credit hours</td>
</tr>
<tr>
<td>SYSE 6104 - Systems Architecting</td>
<td>0 credit hours</td>
<td>6 credit hours</td>
</tr>
<tr>
<td>SYSE 6193 - Systems Engineering Capstone</td>
<td>0 credit hours</td>
<td>6 credit hours</td>
</tr>
</tbody>
</table>

Students may choose a certificate area depending on their interests. However, courses can be chosen from more than one area. (Certificate rules apply) Students must apply separately for the certificate program if they wish to earn that distinction.

Students must submit a typed and signed Form 1 to Karen G. Swope (last name A-K) or Theresa Busch (last name L-Z) by advising week of their first semester. Forms can be submitted in person, scanned and emailed, or faxed. The form is available at: [http://grad.mst.edu/forms/](http://grad.mst.edu/forms/).

If you take courses that vary from your Form 1, you must file a **Form 1A prior to enrolling in the course.**

Students must meet all requirements for graduation as specified in the Graduate Catalog for Systems Engineering.

**Thesis students:**
- Cannot register for Graduate Research SYS ENG 6099 (490) until the Form 1 is on file.
- The Form 1 must include your committee members in the signature section.
- Thesis students must take two 6000-level courses (in addition to 6 hours SYS ENG 6099 (490)).

**Non-Thesis students:**
- Must take three 6000-level courses.
- Do not have committee members, just an Advisor.

---

**Contact Information**

syseng@mst.edu

**Website**

[http://emse.mst.edu](http://emse.mst.edu)
OFFICE OF GRADUATE STUDIES (OGS)
G-8 Norwood Hall
573-341-4141

Office hours - 8:00 am to 4:30 pm

Advising - 9:30 am - 11:00 am by Appointment only!
2:00 pm - 4:00 pm Open Hours
Graduate Specialists

Amanda Kossuth
arjq53@mst.edu
573-341-4156

Amy McMillen
mcmillen@mst.edu
573-341-4128

Kathy Wagner
bakerkc@mst.edu
573-341-4039
Emails

The Office of Graduate Studies (OGS) will on occasion send out emails to the graduate student list serve.

- Read Them!
- They will be sending important information
  - Workshops being offered
  - Important upcoming dates & deadlines
Graduate Catalog

http://catalog.mst.edu/graduate/#text

- These are University Graduate Rules
  - Voted on and approved by Graduate Faculty
- Procedures (MS & PhD)
- Transfer Credit
  - Official transcript to S&T Admissions
  - Copy of transcript attached to Form 1 or Form 5
- Scholastic Requirements
  - Must have at least 3.0 CGPA to graduate
    - All graduate grades count
    - Must have less than 10 hours of C & F grades
- Comprehensive Exams
  - PhD: 12 weeks minimum before defense
Graduate Forms

- MS Forms are 1/1A & 2
- PhD Forms are 4, 5/5A, 6A, 6B, & 7
- All Forms are found: http://grad.mst.edu/currentstudents/forms/
- Excel Format
  - Allows the form to be saved
  - DO SAVE your forms
  - Instructions Provided on Separate Tab
  - Examples Included on Separate Tab
- Submit forms to Karen or Theresa for review before collecting signatures
Graduate Forms (cont.)

- **Form 1 - MS Plan of Study (& Appt. of Advisory Committee for Thesis Students)**
  - Due 6 weeks into the semester in which 15th credit hour is taken
  - For Thesis Students - 3 committee members must be from Graduate Faculty
  - Holds - put on at the time of 4th week audit reports

- **Form 5 - PhD Appt. of Advisory Committee & Plan of Study**
  - Due 6 weeks into the semester in which 15th credit hour is taken
  - 5 committee members must be from Graduate Faculty
  - At least one committee member should be from outside the department
  - Distance Students Only: Off-campus committee members need to provide their resume or CV
  - Residency
    - 1 year only for MS (includes all MS degrees)
    - 3 year minimum for PhD
  - Table on page 24 in graduate catalog for calculation
  - Holds - put on at the time of 4th week audit reports

- **Co-Listed Courses - List one department only**

- **5001/6001 Courses - List the name of the course, not Special Topics**

**BE SURE COURSES LISTED ON YOUR PLAN ARE COURSES YOU HAVE TAKEN AND WILL TAKE**
Deadlines to Graduate

http://grad.mst.edu/forms/

- Applications to Complete / Graduate submitted online via JOE’sss
- After 4th week of classes, students need to submit a paper application, with a reason for why it is late, for department & OGS approval
  - Graduation = degree awarded, diploma / certificate issued
    - Application for Graduation (MS / PhD Degree)
    - Application for Completion (Certificate)
- Form 1A and 5A Revisions due by 3rd Friday of semester (Graduate Actions Holds placed if not received)
- Notify OGS of MS Thesis / PhD Dissertation (T/D) Oral Exam date by e-mail to Amanda, Amy, or Kathy by 3rd Friday in March or October
Deadlines to Graduate (cont.)

- MS Form 2 and Thesis (final copy for Library) submitted electronically no later than 4:00 pm, 2nd Wednesday in April or November

- PhD Form 7, Dissertation (final copy for Library) submitted electronically, Survey of Earned Doctorates Form, and Publishing Your Dissertation Form to OGS no later than 4:00 pm of 2nd Friday in April or November

- SCHOLARS’ MINE
  - After final T/D accepted
  - Library cataloging form mandatory
Comprehensive Exam

- MS Thesis Students - None Administered by EMSE

- PhD Students
  - Must have 75% of coursework completed
  - With Committee Members, set dates for the oral and written components of the exam
  - Fill out Form 6A - Request for Authorization of Comprehensive Exam and submit to Karen a minimum of 2 weeks prior to exam
  - Watch for approval email from OGS - Student must receive this before taking the exam
  - On the day of the oral exam, bring filled out FORM 6B
Final Exam - Defense

MS / PhD Defense Notice
Submit to Karen or Theresa for EMSE department and OGS 2 weeks prior to defense

- Thesis / Dissertation Title
- Defense Date, Time, & Location
- List of Advisor(s) & Committee Members
- Abstract (1/2 page or shorter)
Theses / Dissertations (T/D)

http://grad.mst.edu/services/formatting/

- T/D Specifications - These are the rules!
- Templates
  - MS
  - PhD
- Bindery Information
- Copyright laws
T/D (cont.)

- Title Pages
  - Non-signature format for Title Page
  - Approval on Form 2 (MS) / 7 (PhD)
- Reviews
  - Average 3 reviews before final
  - Don’t wait until last week before deadline
- Scholars’ Mine - Library
  - Online repository for S&T T/D
T/D Copies

- Submit Electronically using this link: [Submit ETD](#)
- Additional, Physical, Bound Copies You Need to Order
  - One copy for Department Library \textit{(in addition to the University Library)}
  - One copy for Advisor
  - Ask individual committee members if they want one
  - Personal copies, etc.
Graduation

- Check to make sure your name is on the graduation list and is correct
- Make sure Registrar’s has your final mailing address for diploma after graduation
- Order Cap, Tassel, and Gown from Bookstore (only MS & PhD students walk in commencement)
- Diplomas and Certificates are mailed approximately 8 weeks after commencement or the end of the summer semester

http://registrar.mst.edu/commencement/