Graduate Program Information
For
Engineering Management & Systems Engineering
Welcome!

Dr. Suzanna Long
Professor &
Department Chair

“The decision to pursue a graduate degree is both exciting and terrifying! Know what 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: Eng Mgt 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: Eng Mgt 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, & Certificates – only students

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

Theresa Busch  
Certificate & MS Students A-K  
Office: Eng Mgt 228  
Email: tbusch@mst.edu

Jeanette Waters  
Certificate & MS Students L-Z  
Office: Eng Mgt 223B  
Email: watersjen@mst.edu

Karen G. Swope  
PhD Students  
Office: Eng Mgt 231  
Email: swopekg@mst.edu
Department Activities

> Graduate Seminars:
  - Several each semester dates and times TBA
> Department Events
  - Fall New Student Orientation
  - Halloween Costume & Chili Cook-off Contests
  - Holiday Celebrations - Watch for Announcements
  - Spring New Student Orientation
  - Spring Honors Luncheon
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 PDF included in your email
  - Complete and submit the EMSE Academic Honesty Affidavit to emgt@mst.edu

> Thesis Masters & Doctoral Students
  - Go to the CITI Program 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 Hold will not be removed until you have provided proof of completion of the Ethics Training. (This will prevent you from being able to register for the next semester.)
Advising

> Associate Chair of Graduate Studies for Engineering Management Students
  - You will receive an advising appointment link by email to your mst.edu email account at least twice in three week prior to Advising Week

> Founder & Director of Systems Engineering Graduate Program
  - You will receive an advising appointment link by email to your mst.edu email account at least twice in the three weeks prior to Advising Week.

> Google groups, the university listserv, prevents acceptance of most outside email addresses. (Email your Staff Contact (slide 5) if you don’t receive it.)

> 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 Training and the Rules quiz.

> Joe’SS assigns each student a date and time when they can register online.
  
  Register Early so you get into the courses you want!!!

    (Joe’SS 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)**

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Non-Thesis</th>
<th>Thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required for all students</td>
<td>12 credit hours</td>
<td>12 credit hours</td>
</tr>
<tr>
<td>Graduate Research Course</td>
<td>0 credit hours</td>
<td>6 credit hours</td>
</tr>
<tr>
<td>Other Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emphasis Area Courses</td>
<td>18 credit hours</td>
<td>12 credit hours</td>
</tr>
</tbody>
</table>

| Total Credit Hours Required | 30 credit hours | 30 credit hours |

**Required Core Courses**

- EMGT 5111 - Management for Engineers and Scientists
- EMGT 5370 - Project Management
- EMGT 5412 - Operations Management Science
- EMGT 6211 - Advanced Financial Management

- With the advisor's approval, thesis students can apply to the Engineering Management Graduate Certificate to be included in their MS program.
- Non-Thesis students can choose a certificate area depending on their interests. (Certificate rules apply). Courses can be chosen from more than one area. Students must apply separately for each graduate certificate they wish to earn.
- Students must submit a typed and signed form 1 to Theresa Busch (tbusch@mst.edu) or Jeanette Waters (watersjen@mst.edu) by advising week of their first semester. Forms can be submitted in person or scanned and emailed.
  - **Thesis students:**
    - Form 1 must be on file before students register for Graduate Research ENG MGT 6699.
    - Must take two 6000-level courses (in addition to 6 hours ENG MGT 6699).
    - Form 1 must be signed by student, Advisor, & committee members in the signature section.
  - **Non-Thesis students:**
    - Must take three 6000-level courses.
    - Form 1 must be signed by student & Advisor in the signature section.
- 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.

## Contact Information

**Theresa Busch**

(tbusch@mst.edu)

Last Names: A-K

**Jeanette Waters**

(watersjen@mst.edu)

Last Names: L-Z

**Website**

[http://emsc.mst.edu](http://emsc.mst.edu)
# Master of Science Degree in Systems Engineering

## Course of Study Requirements

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

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<td>18 credit hours</td>
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<tr>
<th>Graduate Research Course</th>
<th>Non-Thesis</th>
<th>Thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYSE 6099</td>
<td>6 credit hours</td>
<td>6 credit hours</td>
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</tbody>
</table>

<table>
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<tr>
<th>Systems Engineering Electives (Approved by Advisor)</th>
<th>Non-Thesis</th>
<th>Thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 credit hours</td>
<td>12 credit hours</td>
<td></td>
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</tbody>
</table>

<table>
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<tr>
<th>Total Credit Hours Required</th>
<th>Non-Thesis</th>
<th>Thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>36 credit hours</td>
<td>36 credit hours</td>
<td></td>
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</table>

- With the advisor's approval, thesis students can apply to the Systems Engineering Graduate Certificate to be included in their MS program.
- Non-Thesis students can choose a certificate area depending on their interests. (Certificate rules apply) Courses can be chosen from more than one area. Students must apply separately for each graduate certificate they wish to earn.
- Students must submit a typed and signed Form 1 to Theresa Busch [tbusch@mst.edu](mailto:tbusch@mst.edu) (A–K) or Jeanette Waters [watersjen@mst.edu](mailto:watersjen@mst.edu) (L–Z) by advising week of their first semester. Forms can be submitted in person or scanned and emailed.
  - **Thesis students:**
    - Form 1 must be on file before students register for Graduate Research SYSE 6099.
    - Must take two 6000-level courses (in addition to 6 hours SYSE 6099).
    - Form 1 must be signed by student, Advisor, & committee members in the signature section.
  - **Non-Thesis students:**
    - Must take three 6000-level courses.
    - Form 1 must be signed by student & Advisor in the signature section.
- 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.

## Contact Information

**Theresa Busch**
[thbusch@mst.edu](mailto:thbusch@mst.edu)  
Last Names: A–K

**Jeanette Waters**
[watersjen@mst.edu](mailto:watersjen@mst.edu)  
Last Names: L–Z

## Website
[http://emse.mst.edu](http://emse.mst.edu)
Office of Graduate Studies (OGS)
216 Centennial Hall
573-341-4141
grad@mst.edu

> Office Hours
  – 8:00 am to 4:30pm

> Advising
  – 9:30 am to 11:00 am by Appointment only!
  – 2:00 pm to 4:00 pm Open Office Hours
Graduate Specialists

Sharon Matson
Lead Graduate Specialist
Email: matsons@mst.edu
Students with last name A
Phone: 573-341-6494

Jade Sinnott
Graduate Studies Advisor
Email: sinnottj@mst.edu
Students with last names B-L
Phone: 573-341-4099

Kathy Wagner
Graduate Studies Advisor
Email: wagnerkc@mst.edu
Student with last name M-Z
Phone: 573-341-4039
Emails

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

> **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, 6 & 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 your EMSE staff support contact 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 9th credit hour is taken
  - For Thesis Students - 3 committee members must be from Graduate Faculty
  - Holds - put on at the time of the 4th week audit reports

> Form 5 - PhD Appt. of Advisory Committee & Plan of Study
  - Due 6 weeks into the semester following successful completion of the Qualifying Exam
  - 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 needs to provide resume or CV to department
  - 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 Topic

BE SURE COURSES LISTED ON YOUR PLAN ARE COURSES YOU HAVE TAKEN AND WILL TAKE
Deadlines to Graduate
http://grad.mst.edu/currentstudents/forms/

> Applications to Graduate submitted via Joe’SS
  - Graduation = degree awarded, diploma/certificate issued
  - Application for Graduation (MS/PhD Degree) - $75 fee will be assessed to Joe’SS account
  - Application for Completion (Certificate) - $25 fee will be assessed to Joe’SS account for the first CT only

> Form 1A and 5A Revisions due by 3rd Friday of semester (Graduate Actions Holds placed if not received)

> Notice of MS/PhD Thesis/Dissertation (T/D) Oral Exam date by emailed (by department) to Sharon, Jade, or Kathy by 3rd Friday in March or October

> MS Form 2 and Thesis (final Library copy) to OGS no later than 4:00 pm, 2nd Wednesday in April or November
Deadline to Graduate (cont.)

- PhD Form 7, Dissertation (final Library copy), 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 50% of coursework completed
  – With Committee Members, set dates for the oral and written components of exam
  – Fill out FORM 6A, Request for Authorization of Comprehensive Exam, and submit to Karen G. Swope a minimum of 2 weeks prior to the exam
  – Watch for approval email from OGS – Students must receive this before taking exam.
  – On the day of the oral exam, bring filled out FORM 6B, Report on Comprehensive Exam
Final Exam - Defense

> MS/PhD Defense Notice
  > Submit Defense Notice to department *2 weeks prior to defense*
    > MS Notices to the appropriate Staff Contact (*slide 5*)
    > PhD Notices to Karen G. Swope
  > Department will forward approved Defense Notice to OGS
  > Defense Notice should include:
    > Thesis / Dissertation Title
    > Defense Date, Time & Location
    > List of Advisor(s) & Committee Members
    > Abstract (just under 1 page)
Thesis/Dissertations (T/D)

> 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 the last week before the deadline

> Scholars’ Mine - Library
  – Online repository for S&T T/D
T/D Copies

> Submit Electronically using the link: Submit ETD
> Additional, Physical, Bound Copies You Need to Order
  – One copy for EMSE Department Library (in addition to the University Library)
  – One copy for Advisor
  – Ask individual committee members if they would like a copy
  – Personal copies, etc.
Graduation

> Check to make sure your name is on the graduation list
> Make sure Registrar’s has your final mailing address for diploma after graduation
> Order Cap, Tassel, and Gown from Bookstore
> Diplomas and Certificates are mailed approximately 8 weeks after commencement

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