



**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](mailto: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](mailto: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](mailto:dagli@mst.edu)



# EMSE Support Network:

## Sarah Johnson

Support Staff Graduate CT & MS Campus & Distance Students (Last Names A-K)

Office: Eng Mgt 223 A      Email: [johsarah@mst.edu](mailto:johsarah@mst.edu)

## Jess Satterfield

Support Staff Graduate CT & MS Campus & Distance Students (Last Names L-Z); ALL  
PhD Students

Office: Eng Mgt 223 B      Email: [satterfieldj@mst.edu](mailto:satterfieldj@mst.edu)



# Department Activities

- > Graduate Seminars:
  - Several each semester dates and times TBA
- > Department Events
  - Fall New Student Orientation
  - Fall Academy Picnic at Schuman Park
  - Halloween Costume & Chili Cook-off Contests
  - Holiday Celebrations – Watch for Announcements
  - Spring New Student Orientation
  - Spring Graduate Research Open House
  - 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](mailto:emgt@mst.edu)

## > Thesis Masters & Doctoral Students

- 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](mailto: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](mailto: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](mailto: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. (Contact Sarah or Jess 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 assign 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)**

	Non-Thesis	Thesis
<b>Core Courses</b> <i>Required for all students</i>	12 credit hours	12 credit hours
<b>Graduate Research Course</b> <i>ENG MGT 6099</i>	0 credit hours	6 credit hours
<b>Other Courses</b> <i>Elective Courses</i> <i>Emphasis Area Courses</i>	18 credit hours	12 credit hours
<b>Total Credit Hours Required</b>	<b>30 credit hours</b>	<b>30 credit hours</b>

**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 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 **Sarah Johnson** (last name A-K) or **Jess Satterfield** (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/>.
- 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 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).
  - **Non-Thesis students:**
    - Must take **three** 6000-level courses.
    - Do not have committee members, just an Advisor.

**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)**

	Non-Thesis	Thesis
<b>Core Courses</b> <i>Required for all students</i>	18 credit hours	18 credit hours
<b>Graduate Research Course</b> <i>SYS ENG 6099</i>	0 credit hours	6 credit hours
<b>Customized Specialization Track or Systems Engineering or Engineering Discipline-based Graduate Certificate Courses *</b>	12 credit hours	12 credit hours
<b>Total Credit Hours Required</b>	<b>30 credit hours</b>	<b>36 credit hours</b>

**REQUIRED CORE COURSES**

SYSE 5101 - Systems Engineering and Analysis I  
 SYSE 6196 - Systems Engineering Management  
 SYSE 6542 - Model Based Systems Engineering  
 SYSE 6103 - Systems Life Cycle Costing  
 SYSE 6102 - Systems Engineering and Analysis II  
 SYSE 6104 - Systems Architecting

- 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 **Sarah Johnson** (last name A-K) or **Jess Satterfield** (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/>.
- 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 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).
  - **Non-Thesis students:**
    - Must take **three** 6000-level courses.
    - Do not have committee members, just an Advisor.

**Contact Information**  
[syseng@mst.edu](mailto:syseng@mst.edu)

**Website**  
<http://emse.mst.edu>



# Office of Graduate Studies (OGS)

## G-8 Norwood Hall

### 573-341-4141

#### > 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 Hours

# Graduate Specialists

## Sharon Matson

Lead Graduate Specialist. Students with last name A

Email: [matsons@mst.edu](mailto:matsons@mst.edu) Phone: 573-341-6494

## Jade Sinnott

Students with last names B-L

Email: [sinnottj@mst.edu](mailto:sinnottj@mst.edu) Phone: 573-341-4099

## Kathy Wagner

Student with last name M-Z

Email: [wagnerkc@mst.edu](mailto:wagnerkc@mst.edu) 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 Sarah or Jess 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 15<sup>th</sup> credit hour is taken
  - For Thesis Students – 3 committee members must be from Graduate Faculty
  - Holds – put on at the time of the 4<sup>th</sup> week audit reports
- > Form 5 – PhD Appt. of Advisory Committee & Plan of Study
  - Due 6 weeks into the semester in which 15<sup>th</sup> 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 member 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 calculations.
  - Holds – put on at the time of 4<sup>th</sup> week audit reports
- > Co-Listed Courses – List one department only
- > 5001/6001 Courses – List the name of the course, not Special Topic

**BE SURE COURSE 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
- > After 4<sup>th</sup> week of classes, students need 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 3<sup>rd</sup> Friday of semester (Graduate Actions Holds placed if not received)
- > Notify OGS of MS/PhD Thesis/Dissertation (T/D) Oral Exam date by email to Sharon, Jade, or Kathy by 3<sup>rd</sup> Friday in March or October
- > MS Form 2 and Thesis (final copy of Library) to OGS no later than 4:00 pm, 2<sup>nd</sup> Wednesday in April or November

# Deadline to Graduate (cont.)

- > PhD Form 7, Dissertation (final copy for Library), Survey of Earned Doctorates Form, and Publishing Your Dissertation Form to OGS no later than 4:00 pm of 2<sup>nd</sup> 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 exam
  - Fill out Request for Authorization of Comprehensive Exam form and submit to Jess 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 6

# Final Exam - Defense

- > MS/PhD Defense Announcement
  - Submit to Sarah or Jess for EMSE department and Office of Graduate Studies 2 weeks prior to defense
    - > Abstract (1 page or shorter)
    - > Thesis / Dissertation Title
    - > List of Advisor(s) & Committee Members
    - > Defense Date, Time & Location

## Thesis/Dissertations (T/D)

<http://grad.mst.edu/currentstudents/thesisdissertationinformation/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 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
  - Order copy of [Department Library](#) (in addition to the University Library)
  - One copy for Major Advisor
  - Ask individual committee members if they want one
  - 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/>