

2024-2025 Graduate Student Handbook



Oregon State
University

College of Engineering

School of Mechanical, Industrial, and Manufacturing Engineering

Industrial Engineering

Mechanical Engineering

Robotics

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School of Mechanical, Industrial, and Manufacturing Engineering

College of Engineering

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2023-2024 School of MIME Graduate Student Handbook

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School of Mechanical, Industrial, and Manufacturing Engineering

WELCOME

Welcome to Oregon State University (OSU) and the School of Mechanical, Industrial, and Manufacturing Engineering (MIME). This handbook is intended to familiarize you with our School and answer some of the questions you might have as a new graduate student here at OSU. If, after reading the contents, if you have unanswered questions, please feel free to ask for help. MIME staff, faculty, and fellow graduate students are available and willing to help solve any issues as they arise. Additional information on deadlines, procedures, and requirements is provided by the current Oregon State University [Graduate Catalog](#) and as well as the Graduate School's [New Graduate Students](#) webpage.

[Graduate students in MIME](#) are responsible for complying with the rules of the University, the Graduate School, the College of Engineering (COE), and the School of MIME. In some instances, the requirements of the School of MIME, or even for a particular program within MIME, are more restrictive than those of the Graduate School. In such cases, the requirements specified in this document will apply.

The MIME Graduate Student Services Team hopes that your time at Oregon State will be rewarding, memorable, and fruitful.

MIME Graduate Student Services Team

Stephanie Grigar, [Graduate Program Coordinator](#)

Lynn Paul, [Head Advisor, Graduate Programs](#)

Andy Dong, [Head of School](#)

GRADUATE SCHOOL

What is the [Graduate School](#)?

The Graduate School supports students throughout the academic lifecycle, from admissions to degree completion. Oregon State students holding a baccalaureate degree and not enrolled as post-baccalaureate or professional degree students are enrolled in the Graduate School. Unlike undergraduate students who are *enrolled in* an academic school or college, graduate students work toward advanced degrees *administered through* academic schools, programs or comparable administrative units.

The Graduate School at Oregon State assures quality and consistent interpretation of Oregon State's Graduate Council policies related to graduate education across all programs. The OSU Catalog is the official source for information regarding OSU graduate education policy and procedures. It is the student's responsibility to refer to the Catalog for this information.

Oregon State faculty members have appointments in academic programs and must be nominated to serve as part of Oregon State’s graduate faculty by the head or chair of their academic units. Graduate faculty are selected from the university faculty on the basis of academic training, experience, demonstrated potential for creative work and scholarly research, and evidence of the ability and competency essential to directing and supervising graduate students in their pursuit of advanced knowledge. Final review and approval of a faculty member’s graduate faculty status is given by the Graduate Council. Each graduate faculty member is authorized for specific graduate activities within a particular academic unit.

The Graduate Schools offers an array of professional development opportunities specific to the success of graduate students. Topics covered in these offerings include research and ethics, teaching and facilitation, writing and communication, leadership and management, career skills, grad life and wellness.

FACULTY, STAFF and RESOURCE CONTACTS

Title	Name	Email	Phone
MIME Head of School	Andy Dong	andy.dong@oregonstate.edu	541-737-6980
MIME Head Advisor for Graduate Programs	Lynn Paul	lynn.paul@oregonstate.edu Rogers 212	541-737-3644
MIME Graduate Program Coordinator	Stephanie Grigar	stephanie.grigar@oregonstate.edu Rogers 204B	541-737-4118
MIME Office Manager	Rex Bamba	rex.bamba@oregonstate.edu or MIME.Office@oregonstate.edu Rogers 210	
MIME Grad Student Services	Help e-mail for all current IE, ME and Robotics students	MIME.GradServices@oregonstate.edu	
MIME Grad Program Information	Help e-mail for future MIME applicants and students	MIME.GradInfo@oregonstate.edu	

MIME Grant Accountant	Bingxin Lin	bingxin.lin@oregonstate.edu Rogers 204A	541-737-9181
Graduate School	Darcy Miller	graduate.school@oregonstate.edu	541-737-4881
Link to a list of all MIME Research Faculty and Staff		People of MIME	
Link to a list of MIME's Research Areas		MIME Research	

GETTING SITUATED

The main office for the School of Mechanical, Industrial, and Manufacturing Engineering is 204 Rogers Hall, 2000 SW Monroe Ave., Corvallis, Oregon 97331. MIME faculty, staff and instructor offices, research and teaching laboratories, and graduate student offices/desk spaces are located across a number of buildings. In Corvallis, on the Oregon State main campus, our primary buildings are Rogers Hall, Dearborn Hall, Batcheller Hall, Covell Hall, and Graf Hall. Also in Corvallis, at 1110 NE Circle Blvd., is OSU's Advanced Technology and Manufacturing Institute ([ATAMI](#)), and in Bend, Oregon, on the OSU-Cascades campus, our [faculty](#) can be found in Tykeson Hall.

NEW GRADUATE STUDENT ORIENTATION

MIME holds [new student orientation sessions](#) in mid-September, prior to fall term classes each year. Orientation will draw attention to some of the major components of this manual and is required for all incoming students. Students who started their graduate programs during any term since the prior fall term are encouraged to attend the orientation.

OSU's STUDENT CODE OF CONDUCT

All students must read and adhere to OSU's Student Code of Conduct (<https://studentlife.oregonstate.edu/studentconduct>).

ONID ACCOUNTS

ONID is your OSU Network Identification (ID). Every student has an ONID account and must activate their ONID account to register for classes. To activate your ONID account, go to <http://onid.oregonstate.edu> and choose "Sign Up For ONID" in the upper-left hand column. **ONID e-mail is the official communication link that the university uses to communicate with students.** Your ONID username and password should be

used to access e-mail, online course materials, grades, and financial accounts and can be accessed through [BeaverHub](#).

The OSU Computer Helpdesk, 541-737-3474, provides phone support for ONID.

OSU ID CARD

All OSU students may obtain a student identification card.

Corvallis campus students must visit the [ID Center](#) in Memorial Union, 103, *after* registering for classes at OSU. Photo identification is required (state issued driver's license or ID, passport, or military ID). The OSU ID card is your official identification for using campus services, facilities (door access) and activities, and is valid as long as you are registered for classes. It is scanned at many locations to verify registration. Your OSU ID card is also your meal card if you live in university housing.

[MyCard](#) is the online card office where students can submit a digital photo of themselves for their initial ID card, view their OSU ID card balance and past card transactions, add money to their OSU Orange Cash or Orange Rewards account, set up "Donors" (contributors other than themselves), and deactivate or reactivate their lost OSU ID card. OSU Card Cash and Orange Rewards are the campus debit accounts used with your ID card for copies at the library and purchasing food on campus. Card Cash and Orange Rewards are separate from your resident hall meal plan. You can add money to your OSU Card Cash or Orange Rewards at the ID Center or online at <http://mycard.oregonstate.edu>. See this website for more information on Orange Rewards, a discount debit plan.

TUITION BILLS

Students are sent an email to their ONID email account when their billing statement is ready to view, and they can then view their eBill statement online at <http://mybill.oregonstate.edu>. All billing for currently enrolled students is processed electronically through eBill on the fifth day of each month.

Unpaid balances as of the first day of the month following an eBill statement are considered past due, and they will be assessed interest at the rate of 1% per month (12% APR). Students are financially responsible for all courses for which they register. Students are responsible for paying fees by the deadline even if they do not receive a bill.

BUILDING ACCESS

KEYS

Graduate students may be granted the authority to carry building and lab keys. All requests for keys must be supported by an academic advisor, usually your major professor. Key forms may be picked up from, and completed forms should be returned to, MIME Office Manager, Rex Bamba (Rogers 210). Once your request has been processed, you'll receive an e-mail informing you that you may pick up your

key(s) at the [University ID Center](#) located in MU 103.

Key security is very important for everyone's safety. It is imperative that any loss of keys are reported immediately to Rex Bamba, MIME's Office Manager.

AFTER-HOURS PASSES

Campus Security patrols all buildings periodically outside of building open hours. Anyone without an After-hours pass and valid photo ID will be required to leave the building. Office and laboratory doors and windows are to be kept closed and locked when not occupied. Security patrols will lock any open, vacant rooms. Do not let anyone into the building after hours. Individuals who are authorized to be in the building after hours are issued appropriate access codes and/or keys as well as after-hours passes. Anyone abusing this system will have their after-hours pass revoked.

After-hours passes may be obtained from Rex Bamba, MIME's Office Manager, (Rogers 210). For the after-hours passes, your major advisor will need to send Rex an email approving the pass and also letting them know for which building(s) they needed.

Passes change color at the beginning of each academic year. You must obtain a new pass each year or risk being escorted from the buildings.

GRADUATE STUDENT OFFICES/DESKS

MIME graduate student offices/desks are located throughout buildings we occupy. Your research advisor assigns offices/desk space. Space is limited; therefore, not all students are guaranteed individual desk space nor a computer. Students on graduate research appointments will be given preference (PhD priority), with the remaining students placed as space permits. Once placed, please do not change your desk space assignment without the approval of your major professor.

Please maintain a clean work environment, leave your desk cleaner than when you arrived each day and keep common areas and shared equipment in graduate student offices clean (e.g., microwaves, refrigerators, whiteboards, study tables, etc.). The Fire Marshall requires the following:

1. All loose papers, books, documents, and combustible items must be removed from desk spaces and locked in the provided locker and/or rolling tower when unoccupied. Desktops must be clear of all materials.
2. There will be no use of outside storage devices, such as cardboard boxes or other storage containers, in graduate desk areas.
3. Small appliances, such as mini fridges, coffee pots, microwaves, etc. are prohibited.
4. The tops of any lockers are to be clear of all materials, boxes, plants, etc.

MAILBOXES

Graduate student mail can be picked up in Rogers 224. U.S. mail delivered to OSU is sorted at the Printing and Mailing Center and distributed to the remainder of campus. Campus mail arrives once daily at approximately 0830.

UPS, FedEx, and other freight carriers deliver directly to Rogers 224 throughout the course of the day. If you receive a package, you will receive an email notification alerting you of its arrival. Office hours are 0730 – 1200 and 1300 – 1630, Monday-Friday. School of MIME student workers will assist in making sure you get your packages. If for some reason there is not a student worker in Rogers 224 and you need immediate assistance, you may knock on Rex Bamba's door (Rogers 210).

Please be sure that all packages and correspondence are addressed properly. The **correct address** for all mailing or shipping to you at the School of MIME is:

<YOUR NAME>
School of MIME the following
204 Rogers Hall
Oregon State University
Corvallis, OR 97331-6001

Please note that 204 Rogers is the correct address, even though you will pick up your mail at 224 Rogers. 204 Rogers is our official School of MIME mailing address. Mail folders are set up for your use and are available to receive USPS items. Tampering in another person's mail folder is the same as tampering with any standard mail receptacle and violates federal law.

TELEPHONES

An authorization code is required to make long distance telephone calls from university landline telephones. If you are expected to make such calls as part of your day-to-day research work, your major professor will give you a code. The authorization code is unique and is intended for use only by the person to whom it is assigned.

Authorization codes must be kept secure and not given to other people. Codes must not be used for personal calls or purposes other than those intended.

PHOTOCOPYING, OFFICE SUPPLIES, & SCANNER

Most research laboratories have copiers and scanners available for use by the students and researchers in that group; students should contact their major professor for information about how to access their group's office equipment. The School provides copiers and document scanners, intended for research or teaching purposes only, in Rogers 224. Copies for class or official use must be approved by a faculty member, but generally, the class TA will make copies for class use.

Anyone desiring to make personal copies will need to use resources available on the main floor of the

Valley Library or through their engineering computing account ([COE IT and Computing Support](#)).

COMPUTER USE

Computer labs are available in most engineering buildings. They require an engineering account to log in. These computers maintain software for word processing, spreadsheet, and internet connectivity applications. Options are available for remotely accessing research and other database or modeling software.

School computers are supplied on most graduate student office desks to allow you to perform your research activities and course work, and they should not be used for games or other personal uses during normal business hours (0800 - 1700, Monday – Friday). After hours personal use, within reason (as described by University policy), is allowed as long as others do not need the computers for their research or class activities. Computer use supporting funded research takes priority over use for non-funded research or personal activities. If you are assigned a desk without a computer, please contact your research advisor about acquiring a computer.

Do not copy **ANY** software onto a School computer without approval from the Network Administrator. Software licensing and disk space availability are two issues that must be considered. The installation of your own personal copies of software on School machines without permission exposes the School to an unacceptable potential liability and therefore cannot be allowed. Please ask permission for the installation and use of your personal software if it is important to your research or course work. Also, please do not copy any software from School computers without permission. This action, again, violates software licensing agreements.

All use of OSU computer systems must conform to the University's Policy on [Acceptable Use of University Computing Facilities](#).

OSU computer systems must not be used for any illegal activity, or for storage or distribution of copyrighted material (e.g., music, videos, e-books, etc.).

If you have any general questions about using University computers e-mail support@engr.orst.edu for assistance.

PARKING AND SHUTTLES

Except in the open or pay lots, all motor vehicles parked on campus from 0700 to 1700, Monday through Friday, must have a valid parking permit, which is e-linked to the vehicle's license plate. On-street parking is available for up to 2 hours/day in the neighborhoods surrounding the OSU campus, and metered parking is available on Monroe St. (parking in these areas is strictly enforced by Corvallis Police). All parking rules are enforced during posted hours, and citations will be given for unauthorized parking on or around campus.

For more information contact Parking Services at 541-737-2583, or visit their web site at

<http://transportation.oregonstate.edu/parking>.

The OSU campus and surrounding areas are served by buses operated by the Corvallis Public Transit System (<http://www.corvallisoregon.gov/index.aspx?page=884>). All bus service is free, and the buses generally run at 30-minute intervals during the working day from Monday-Saturday (no service on Sundays and some holidays). The “Night Owl” runs at night (typically 2100 to 0230) Thursday-Saturday.

OSU offers a free campus shuttle service, called the [Beaver Bus](#), for the convenience of students, staff, and visitors. The OSU Beaver Bus provides transport to people from outer parking areas to and around campus from 0700 to 1900 each school day. **Live shuttle mobile [apps tracking system](#).**

OSU’S SMOKE-FREE POLICY

OSU’s Corvallis campus is smoke-free. This policy includes quads, parking lots, and all other foot space within the confines of campus. Please consult the map on the following webpage for the campus boundary: <https://experience.oregonstate.edu/well-being/smoke-free-osu>.

SPECIAL SERVICES AT OSU

CAMPUS RESOURCE GUIDE

The Graduate School hosts a webpage devoted to providing graduate students with links to many campus. For details, please visit <http://gradschool.oregonstate.edu/graduate-student-success/graduate-student-resources>.

STUDENT CLUBS

MIME graduate students have the opportunity to become involved with many student organizations registered through OSU’s [Office of Student Experiences and Engagement](#). In the past, a group called Graduate Student Body of Mechanical, Industrial and Manufacturing Engineering (GSB), connected students to one another through social gatherings, service opportunities and professional networking. While this group is not currently active, if students desire to re-register the group, please contact Lynn Paul to discuss how we can support you in that effort. Some popular clubs for MIME graduate students are the Overclocking Club, Society of Automotive Engineers, American Society of Mechanical Engineers, The MIME Speaks (Toastmasters), Robotics Graduate Student Association, 3D Printing and Additive Manufacturing Club, Institute of Industrial and Systems Engineers, Society of Women Engineers, Society of Hispanic Professional Engineers, Society of Asian Scientists and Engineers Chapter at OSU, Engineers Without Borders at Oregon State University, American Society of Heating, Refrigeration and Air-Conditioning Engineers, and many, many more!

DISABILITY ACCESS SERVICES (DAS)

Accommodations for students with disabilities are determined and approved by Disability Access Services (DAS). If you, as a student, believe you are eligible for accommodations but have not obtained approval please contact DAS immediately at 541-737-4098 or at <http://ds.oregonstate.edu>. DAS notifies students and faculty members of approved academic accommodations and coordinates implementation of those accommodations. While not required, students and faculty members are encouraged to discuss details of the implementation of individual accommodations.

COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)

Contact: 541-737-2131. You can email from the link below.

Counseling and Psychological Services (CAPS) provides a variety of services to the OSU community to address the challenges and difficulties students face. These services are designed to help students understand themselves better, create and maintain satisfying relationships, improve their academic performance, and make healthy and satisfying career and life choices. <http://counseling.oregonstate.edu/main/our-services>

CAMPUS EMERGENCIES

Contact: Oregon State University Public Safety 541-737-7000 or dial 911

OSU is dedicated to providing a safe and secure learning and living environment for its community members. [The Department of Public Safety](#) provides resources, information, emergency phone numbers, and protocols for maintaining personal safety. Sign up for OSU Alerts to get timely messages delivered right to your phone or inbox regarding university closures and other emergency situations.

If someone's behavior is placing anyone in immediate risk or if a serious or threatening incident occurs in the classroom, academic building or on campus, Public Safety must be contacted immediately.

OFFICES of EQUAL OPPORTUNITY and ACCESS (EOA) and PUBLIC SAFETY

EOA, located on the third floor of Snell Hall, addresses concerns about bias, discrimination, discriminatory harassment, bullying, and retaliation. Additionally, EOA serves as the University's Title IX and Americans with Disabilities Act/Section 504 coordinating office, <http://eoa.oregonstate.edu>. OSU takes seriously the safety of all of our students, faculty and staff. All OSU employees must consult on disclosures of any form of sexual harassment, including sexual/dating/domestic violence and stalking. The following are options for direct reporting of sexual violence or other threats to your safety:

[OSU Office of Equal Opportunity and Access \(EOA\)](#)

541-737-3556

Accepts formal & informal reports of sexual violence & harassment, investigates, and assists with remedies for survivors

[OSU Office of Public Safety](#)

541-737-7000 or 911

Responds to immediate safety concerns and criminal violations, including sexual and intimate partner violence, which may lead to criminal proceedings

[Corvallis Police Department \(CPD\)](#)

541-766-6924 or 911

Responds to immediate safety concerns and criminal violations to parties living off OSU campus, including sexual and intimate partner violence, which may lead to criminal proceedings

ACADEMICS

GENERAL INFORMATION

Oregon State University runs a four-quarter academic year. Each quarter is eleven weeks long, the last week reserved for final exams. The academic year officially begins with the Summer Session, but, for the most part, summer is considered an “extra” term, academically. Most of the policies outlined in this handbook apply to the fall, winter and spring terms. If you are going to be here for coursework or research in the summer, it is your responsibility to find out what expectations are different. Furthermore, graduate students are expected to read the academic policies governing graduate students listed on the University website, which include, but are not limited to, the Graduate School section of the OSU Catalog, and the Graduate School’s website. The information in this handbook addresses only a few topics within those policies.

MIME’s RESEARCH AREAS AND AREAS OF STUDY

School of MIME researchers have achieved global prominence in [six signature areas](#) – Advanced Manufacturing; Design; Production, Service and Human Systems; Next-Generation Materials; Renewable Energy and Energy Sustainability; and Robotics.

Our interdisciplinary approach allows us to attract and retain world-class faculty across core disciplines of engineering, and promote further excellence in thinking and breakthrough research within our collaborative environment. It is a model that suits the needs and minds of our students as well – who also seek to solve global challenges and real-world problems. Students should contact Lynn Paul or their major professor for insight into research happening in their area of interest and study.

MIME’s GRADUATE COMPETENCIES

The School of MIME has identified eight competencies that we expect our graduate students to demonstrate by the conclusion of their tenure here at Oregon State University. We aim to train highly sought-after engineering graduates who demonstrate high levels of professional and technical abilities. Competencies are the knowledge, skills, and attributes that are required for successful job performance. In brief, our graduate competencies are:

A. Discipline-specific skills and knowledge (MEng, MS, PhD)

Graduates will be able to apply skills and knowledge of their chosen field/s of study.

B. Extra-disciplinary skills and knowledge integration (MEng, MS, PhD)

Graduates will be able to integrate knowledge from their chosen field/s of study with broader fields of study (e.g., other engineering disciplines, mathematics, statistics, social sciences, etc.).

C. Communication skills (oral, written, professional) (MEng, MS, PhD)

Graduates will be able to communicate effectively. Graduates will be able to write and speak to diverse audiences in an organized and clear fashion about relevant areas of expertise, both disciplinary and inter/transdisciplinary. Graduates will be able to modify oral and written communications for specific audiences. Graduates will be able to utilize contemporary tools for communication, to support lectures, social media, and blogs.

D. Critical thinking skills (MEng, MS, PhD)

Graduates will be able to evaluate the quality, context, scale, and biases in information and to synthesize diverse kinds of information, in written and oral forms. Graduates will be able to discuss engineering and societal issues in real time, specifically as those issues relate to their chosen field/s of study.

E. Professional ethics (MEng)/Research and professional ethics (MS, PhD)

Graduates will have knowledge of processes and guidelines for assuring that research and engineering practice are conducted in socially, professionally acceptable, ethical, and legal ways, while minimizing and managing conflicts of interest. Graduates will understand the importance of creating a culture of safety in professional settings, including office locations, fieldwork, and laboratories, and while working with research teams.

F. Policy analysis/interpretation (MEng, MS, PhD)

Graduates will be able to analyze and interpret relevant laws, regulations, and governance processes pertaining to their chosen field/s of study.

G. Research skills (quantitative, qualitative) (MS, PhD)

Graduates will be able to create quantitative and qualitative summaries of data as evidence for conclusions and scientific inference. This can include skills and knowledge with statistical, mathematical, graphical, and process models sufficient to plan, implement, analyze, and interpret research.

H. Teaching (PhD)

Graduates will have knowledge of contemporary and relevant STEM teaching methods, as well as experience in their application in classrooms, technical/professional environments, and online.

The graduate competencies are not course requirements. Rather, they can be acquired in a variety of ways including (but not limited to) life experiences, field experiences, extra-curricular activities, and independent study. Graduate students and their committees should incorporate into their discussions how a graduate student meets or will meet them.

ACADEMIC PERFORMANCE

A grade-point average of 3.00 (a B average) is required for all courses taken as a degree-seeking

graduate student, and for courses included on the graduate degree program of study. Grades below C (2.00) cannot be used on a graduate program of study. A grade-point average of 3.00 is required before any preliminary, final oral or written exams may be undertaken.

ACADEMIC GRIEVANCES

The Graduate School has a clear statement about what a student can do if grievances arise between a student and their advisor. The statement can be found on the following webpage: <https://gradschool.oregonstate.edu/current/grievance-procedures>. Within MIME, students can also reach out to Lynn Paul.

REGISTRATION

Students register for courses online via [BeaverHub](#). For convenience, students should have their proposed schedule (including CRNs) prepared at the time of registration which begins during Sunday of Week 8 of the prior term. An ONID login/password are required for registration. Reminder: Students can sign up for an ONID account at onid.oregonstate.edu. (<https://registrar.oregonstate.edu/getting-started>)

FULL-TIME vs. PART-TIME ENROLLMENT

At Oregon State University, full-time status as a graduate student is defined as enrollment in nine (9) credits per term (fall, winter and spring), with a maximum load of 16 credits. However, full-time status (i.e., a minimum of 9 credits per term) may not be sufficient to qualify for purposes of veterans' benefits, visa requirements, external fellowships, graduate assistantships, or federal financial aid. Students should check with their funding source to be sure they understand the minimum credits required for their benefit. International students should consult with OSU's [Office of International Services \(OIS\)](#) for additional information about registration requirements specifically related to their student visa status.

MINIMUM REGISTRATION REQUIREMENTS

As part of the OSU Graduate School's Continuous Enrollment [policy](#), every student must register for a minimum of three (3) graduate-level credits every fall, winter and spring term in which they are seeking a degree. This policy applies to every student, regardless of their location, who will be using university resources (e.g., facilities, equipment, computing and library services, or faculty or staff time). If a student fails to maintain continuous enrollment, they become inactive and will have to re-apply to their graduate program. If a student is using university resources during summer session to engage in academic or research activities in support of their thesis or degree, they must also register for three credits during that time. Here is a [handy registration flowchart](#) to help you confirm you are registering for the correct number of credits for the given term and your specific situation.

LEAVES OF ABSENCE

Students may request a leave of absence to be exempted from the continuous enrollment policy, if

there is good reason to suspend their program of study, and they have the support of their major professor, graduate program administrator and the Graduate School. Please see the OSU Catalog to learn more about [LOA rules and restrictions](#).

SPECIAL NOTE TO STUDENTS ON GRADUATE ASSISTANTSHIPS

As a condition of their academic appointments, graduate assistants are required to register for three (3) credits *above* the minimum full-time load (i.e., a minimum of 12 graduate-level credits) each term of their appointment during the academic year (fall, winter, and spring). During summer session, a minimum registration of only three (3) credits is required for graduate assistants. Students are responsible for determining whether the minimum 3-credit summer registration fulfills their individual immigration, financial aid, tax liability or other specific needs. Audit registrations, course withdrawals, and enrollment in INTO OSU courses may not be used to satisfy enrollment requirements for graduate assistant salary/stipend, tuition remission, salary supplement or health insurance benefits. Here, again, is a [handy registration flowchart](#) to help you confirm you are registering for the correct number of credits for the given term and your specific situation.

TIME LIMIT

All work toward a master's degree, including transferred credits, course work, thesis (if required), and all examinations, must be completed within seven years. All work toward a doctoral degree, including transferred credits, course work, thesis (if required), and all examinations, must be completed within nine years. Time during which a student is on a leave of absence is included in the time limits.

GRADUATE DEGREES AND MAJORS IN MIME

The School of MIME offers graduate degrees in three majors: Industrial Engineering, Mechanical Engineering, and Robotics. We offer three different types of degrees: Master of Engineering (MEng), Master of Science (MS), and Doctor of Philosophy (PhD). Oregon State's MEng degree is a coursework-only opportunity for students to pursue advanced study in the fields of industrial engineering or mechanical engineering. Our MS degree is a research master's degree requiring the completion of taught courses, as well as a thesis or project (for a project-in-lieu-of-thesis) defense. Our PhD is a research degree requiring students to complete coursework and produce and defend original research that expands the boundaries of knowledge. The minimum credits required for each of our degrees are:

Table 1. Minimum credits required for all MIME degrees / majors

MIME Degrees / MIME Majors	MEng Degree (Coursework-only)	MS Degree (non-thesis Project)	MS Degree (Thesis)	PhD Degree (Dissertation)
Mechanical Engineering	Coursework* ≥ 45 cr. Total ≥ 45 cr.	Coursework* ≥ 39 cr. ME 506 Projects 3-6 cr. Total ≥ 45 cr.	Coursework* ≥ 33 cr. ME 503 Thesis 6-12 cr. Total ≥ 45 cr.	Coursework 45-72 cr. ME 603 Thesis 36-63 cr. Total ≥ 108 cr.
Industrial Engineering	Coursework* ≥ 45 cr. Total ≥ 45 cr.	Coursework* ≥ 39 cr. IE 506 Projects 3-6 cr. Total ≥ 45 cr.	Coursework* ≥ 33 cr. IE 503 Thesis 6-12 cr. Total ≥ 45 cr.	Coursework 48-72 cr. IE 603 Thesis 36-60 cr. Total ≥ 108 cr.
Robotics	N/A	Coursework* ≥ 39 cr. ROB 506 Projects 3-6 cr. Total ≥ 45 cr.	Coursework* ≥ 33 cr. ROB 503 Thesis 6-12 cr. Total ≥ 45 cr.	Coursework 48-72 cr. ROB 603 Thesis 36-60 cr. Total ≥ 108 cr.

* One to three XXX 507 Seminar or other “blanket” credits may be allowed to be included as part of a student’s master’s degree coursework credits, depending upon the student’s major and/or option. “Blanket” credits are those that have a zero (0) as the middle digit but are not used for Capstone credits (e.g. XXX 503 Thesis or XXX 506 Projects).

MIME’s COURSE OFFERINGS

In the OSU Catalog, School of MIME courses may be found under the following subject codes: AAE, IE, MATS, ME, MFGE, MIME and ROB. Other subject codes commonly used by MIME graduate students include AI, CS, EMGT, ENGR, GRAD, LEAD, PPOL, ST, etc. Students should become familiar with the OSU Catalog’s listing of [programs](#) and [courses](#) around the university. Graduate degrees are very flexible. If all program and degree requirements are met, students have the freedom to take any graduate level course at the university and count it toward their program of study, with the approval of their major professor.

Courses numbered 500-699 are for master's or doctoral students. Courses numbered below 500 are for undergraduate students and may not be used toward graduate degree completion requirements.

The OSU Catalog's [Schedule of Classes](#) is the official listing of all current and upcoming courses. Future term listings of classes are subject to change until registration begins for a future term. With the exception of OSU's Summer Session, registration is always on Sunday of Week 8 of the prior term at 6:00 AM for master's students and at 7:00 AM for doctoral students. For more registration information see <https://registrar.oregonstate.edu/registration>. The School of MIME has a tool for determining which of our courses are planned to be offered during which terms. It can be found [here](#).

COMMON REQUIREMENTS FOR ALL MIME DEGREES

MANDATORY ETHICAL RESEARCH TRAINING

OSU's Graduate Council requires that all doctoral students "be able to conduct scholarly activities in an ethical manner" and all master's students "be able to conduct scholarly or professional activities in an ethical manner," but leaves the assessment of this requirement to be carried out at the program level. For School of MIME students, including Robotics students, the preferred avenue for meeting that requirement is the [CITI "RCR All Disciplines" course](#), although OSU's GRAD 520 is also an acceptable option. Please see these [detailed instructions](#) about how to complete the correct CITI training.

FILING A PROGRAM OF STUDY

Graduate degree programs in the School of MIME are very flexible. In collaboration with your major professor or advisor, you will create your own program of study and document it on a [Program of Study \(POS\) form](#). The program of study defines:

- ☐ The courses you plan on taking as a graduate student
- ☐ Who is on your graduate committee
- ☐ Whether your degree is thesis (or dissertation), project-in-lieu-of-thesis, or coursework-only
- ☐ If you are completing a minor and/or an option

The Program of Study form is a contract between the student, their major professor and the rest of their committee, their program administration, and the University (Graduate School). The Graduate School uses your POS to determine your eligibility for exams and to complete a final audit of your coursework prior to awarding your degree.

For master's students, a program of study must be filed with the Graduate School prior to completing 18 credits. For newly admitted doctoral students, a program of study must be submitted by the end of their fifth term. For students continuing from a master's degree to a PhD, a doctoral program of study must be submitted within two terms of the completion of their master's degree.

OSU does not require graduate students in engineering to pursue a minor. However, if desired, a minor may be selected. Minors appear on your transcript but will not be listed on your diploma. Speak with your major professor or the [MIME Head Advisor for Graduate Programs](#) for more details on minors.

When considering which courses to include in your program of study, be careful to ensure that no more than 50% of the credits are slash courses (the 5XX component of a 4XX/5XX course). To determine if a course is a slash course, examine the OSU Catalog for the term you took (or plan to take) the 5XX course. If there is a 4XX course with the same title during the same term, then this is a slash course. XXX 503 and XXX 506 are considered stand-alone graduate courses for purposes of these calculations.

MAJOR PROFESSOR SELECTION

To develop an MS or PhD graduate program of study, a student must first have a research advisor/mentor, commonly known as a major professor. Many students do not have this decided before they arrive. While all incoming MIME graduate students can contact the [MIME Head Advisor for Graduate Programs](#) for help finding an interim faculty advisor, it is the student's responsibility to select a major professor and assemble a committee as soon as possible. Discussions with prospective major professors should begin during a student's first term of enrollment.

The choice of a major professor should be given considerable thought, since you will have a close working relationship with this individual for the duration of your degree program, and close professional and personal contacts thereafter. You are expected to complete your degree program under your major professor's supervision (unless exceptional circumstances prevent it). Your major professor will guide your research efforts to completion and oversee all aspects of your graduate studies. The student is also responsible for actively seeking information about individual research projects. Good sources of information are research professors themselves or their graduate students. Students are encouraged to make individual appointments with faculty with whom they are interested in working. *Be sure to discuss financial support needs and options with the potential faculty mentor when considering a proper fit and project.*

If no advisor is secured, the student may transfer to an MEng degree and complete their course of study without a guided project.

If either party terminates the student/advisee relationship, the student is expected to find a new major professor within one academic term. Failure to find a new advisor will result in the student being transferred to an MEng degree or leaving the program. Students may be dismissed if the MEng transfer does not take place by the next term.

MEng students will be assigned a major professor by the MIME [Head Advisor for MIME Graduate Programs](#) during their first term in residence. All questions regarding the MEng program and curriculum should be first directed to the MIME [Head Advisor for MIME Graduate Programs](#).

ANNUAL EVALUATIONS OF STUDENT ACADEMIC PROGRESS

Annually, all graduate students in the School of Mechanical, Industrial, and Manufacturing Engineering (MIME) are evaluated with regard to satisfactory academic progress. For Industrial Engineering and Mechanical Engineering students pursuing research degrees (MS and PhD), this assessment process

typically involves the preparation of two documents. A third document is required only in cases of unsatisfactory progress. These documents are:

1. **Academic Milestones Plan.** For students beginning their graduate work in the School of MIME, this document must be completed before the end of their first term. For continuing students, this document constitutes their plan for the next academic year, and it is due at the end of the academic year.
2. **Graduate Student Academic Progress Report.** All students must complete this document (i.e., first year, continuing, and finishing) and it is due at the end of the academic year.
3. **Performance Improvement Plan.** This document is necessary only following an unsatisfactory academic progress assessment.

For Industrial Engineering and Mechanical Engineering students, MIME has prepared a guide for students to use in this effort. It can be found [here](#).

For Robotics students the annual academic assessment process is different from this. Please contact your major professor to determine how they will be evaluating your academic progress.

Often an MEng degree can be completed within the span of one academic year, but MEng students registered for spring term of one year, and not finishing that term, will be sent a link to complete a self-evaluation of their progress.

FINAL EXAMINATION

As required by the Graduate School, master's degree students and doctoral degree students must pass certain examinations to be awarded a degree. The MS and PhD degrees require a final oral exam while the MEng degree uses an alternate summative assessment in lieu of a face-to-face exam. For more information about the MEng summative assessment, see the MEng Milestones section of this handbook.

Students must have a minimum GPA of 3.00 in both their program and cumulative graduate transcript to schedule their final oral examination. All course work with a grade of I (Incomplete) appearing on the POS form must be completed prior to scheduling the final oral examination. Having arranged a date and time that works for your entire committee to convene for your final exam, you may contact Stephanie Grigar for help in finding an appropriate location for the event. Once you have the date, time, and location, you are ready to [schedule your final oral exam through the Graduate School](#). Scheduling must be at least two weeks in advance of the exam date to allow time for a final audit of your POS form. Please refer to the [OSU Graduate Catalog](#) for more details on this requirement.

SAFETY TRAINING

Environmental Health and Safety department has prepared a training module on laboratory safety for researchers. MIME is committed to a safe work environment. In addition to any lab-specific training, all researching MIME graduate students are required to watch, learn and reflect on the following training video: http://oregonstate.edu/ehs/training/lab_safety_training.

COURSEWORK REQUIREMENTS FOR SPECIFIC MAJORS WITHIN MIME

INDUSTRIAL ENGINEERING

All on-campus students majoring in Industrial Engineering must complete six core courses:

- IE 512: Information Systems Engineering (4 cr)
- IE 521: Industrial Optimization I (3 cr)
 - or IE 522: Industrial Optimization II (3 cr)
- IE 545: Human Factors Engineering (4 cr)
- IE 570: Management Systems Engineering (4 cr)
 - or IE 571: Project Management in Engineering (3 cr)
 - or IE 575: Systems Thinking Theory and Practice (4 cr)
- IE 552: Design of Industrial Experiments (3 cr)
- IE 563: Advanced Production Planning and Control (3 cr)

Beyond the core coursework, IE students may choose to declare a transcript-visible option. An option is one of several distinct variants of course aggregations within a major that focus on an area of study designed to provide a student with specialized knowledge, competence, and skills. Declaring a transcript-visible option in IE is **not** required. Please see the COE's [Industrial Engineering](#) major page to see up-to-date requirements for all IE graduate degrees.

MECHANICAL ENGINEERING

Students majoring in Mechanical Engineering must choose to take a core of at least four courses and a minimum of twelve credits from one of five primary ME graduate options: (1) Advanced Manufacturing, (2) Design, (3) Materials Mechanics, (4) Dynamics & Controls, and (5) Thermal-Fluid Sciences. An option is one of several distinct variants of course aggregations within a major that focus on an area of study designed to provide a student with specialized knowledge, competence, and skills. Options are transcript-visible. An "interdisciplinary option" is also allowed as long as the student's four courses are taken from among the courses of one or more, but not necessarily all, of the five primary options. The interdisciplinary option is not transcript visible.

ME students also may pursue the coursework necessary to earn a transcript-visible, secondary option in Renewable Energy or Engineering Management. Students are required to first choose an ME primary option (or the ME interdisciplinary option), then they will be allowed to declare a secondary option.

Pre-approved coursework for ME's five primary options is listed in Table 3 and for ME's secondary options, renewable energy and engineering management, in Table 4.

Table 3. Core coursework for MIME’s Mechanical Engineering five primary options

Advanced Manufacturing (ME Primary Option) <u>Option Requirements</u>	Design (ME Primary Option) <u>Option Requirements</u>	Materials Mechanics (ME Primary Option) <u>Option Requirements</u>	Dynamics and Controls (ME Primary Option) <u>Option Requirements</u>	Thermal-fluid Sciences (ME Primary Option) <u>Option Requirements</u>
<p>MFGE 507 Advanced Manufacturing Seminar*</p> <p><i>Choose one or more</i> <i>Materials course:</i> MATS 570 Structure-Property Relationships in Materials MATS 555 Experimental Techniques in Materials Science MATS 588 Computational Methods in Materials Science ME 580 Materials Selection</p> <p><i>Choose one or more</i> <i>Systems course:</i> IE 552 Design of Industrial Experiments ME 597 Precision Motion Generation MFGE 599 ST/Sensor Design for Manufacturing MFGE 535 Industrial Sustainability Analysis MFGE 536 Lean Manufacturing Systems Engineering</p> <p><i>Choose one or more</i> <i>Processes course:</i> MFGE 531 Micro-manufacturing MFGE 538 Composites Manufacturing MFGE 551 Additive Manufacturing MFGE 525 Computational Modeling for Advanced Manufacturing</p> <p><i>An additional course chosen from those listed above as needed to have a minimum of four.</i></p>	<p>ME 507 Seminar: Best Practices for Graduate Researchers*</p> <p><i>At least four courses from among the following courses:</i> ME 512 Design of Mechanisms ME 513 Bio-Inspired Design ME 516 Modeling and Analysis of Complex Systems ME 517 Optimization in Design ME 518 Computational Solid Modelling ME 599 ST/Design Human Modelling ME 599 ST/Design for Manufacture ME 611 Modern Product Design ME 613 Sustainable Product Design ME 615 Design Under Uncertainty ME 617 Design Automation MFGE 536 Lean Manufacturing Systems Engineering</p>	<p>MATS 507 Materials Science Seminar</p> <p><i>The following courses:</i> MATS 570 Structure-Property Relationships in Materials ME 520 Applied Stress Analysis</p> <p><i>Choose one Mechanical Behavior course:</i> MATS 580 Materials Selection ME 583 Composite Materials MATS 584 Advanced Fracture of Materials</p> <p><i>Choose one Mechanics course:</i> ME 521 Linear Elasticity ME 523 Advanced Stress Analysis ME 553 Structure and Mechanics Laboratory</p> <p><i>An additional course chosen from those listed above as needed to have a minimum of four.</i></p>	<p>ROB 507 Robotics Seminar*</p> <p><i>At least four courses from among the following courses:</i> CE 534 Structural Dynamics ECE 550 Linear Systems ECE 564 Digital Signal Processing ME 522 Mechanical Vibrations ME 531 Linear Multivariable Control Systems I ME 532 Linear Multivariable Control Systems II ME 533 Nonlinear Dynamic Analysis ROB 542 Actuator Dynamics ME 597 Precision Motion Generation</p>	<p>ME 507 Seminar: Best Practices for Graduate Researchers*</p> <p><i>Four of the five following courses:</i> ME 526 Numerical Methods for Engineering Analysis ME 540 Intermediate Thermodynamics ME 550 Applied Heat Transfer ME 552 Measurements in Fluid Mechanics and Heat Transfer ME 560 Advanced Fluid Flow</p>

*Not required for Master of Engineering students

Table 4. Coursework for MIME’s Mechanical Engineering Renewable Energy secondary option

Renewable Energy (ME Secondary Option) <u>Option Requirements</u>	Engineering Management (ME Secondary Option) <u>Option Requirements</u>
<p><i>Eight credits from the following courses:</i> CE 630 Ocean Wave Mechanics I CE 639 Dynamics of Ocean Structures CE 647 Ocean and Coastal Engineering Measurements CHE 550 Conventional and Alternative Energy Systems CHE 551 Solar Energy Technologies CHE 552 Electrochemical Energy Systems ECE 530 Contemporary Energy Applications ECE 532 Dynamics of Electromechanical Energy Conversion ECE 533 Power Systems Analysis ME 543/599 Renewable Energy: Thermal Fluid Systems</p> <p><i>At least four credits from among the following courses:</i> PS 573 US Energy Policy PS 578 Renewable Energy Policy</p>	<p>IE 563 Advanced Production Planning and Control or EMGT 581 Operations Management IE 570 Management Systems Engineering or EMGT 572 Intro to Management for Engineers and Scientists IE 571 Project Management in Engineering IE 573 Advanced Decision Theory and Analysis or EMGT 573 Advanced Engineering Economics Analysis</p> <p>Students interested in a stand-alone credential in this area should consider the 18-credit Certificate in Engineering Management. Subject to a student’s major professor’s approval, EM credits may also be used toward master’s and doctoral degrees in mechanical engineering.</p>

ROBOTICS

Students majoring in [Robotics](#) should refer to the program-specific graduate handbook for Robotics. The information provided below is by no means comprehensive. The intent of the Robotics core is to ensure each program of study both specializes in robotics and contains sufficient breadth. To that end, the four-course core comprises one introductory course, one hands-on robotics course, one autonomy course, and one fundamental control/dynamics course:

- ROB 514:** Introduction to Robotics
- ROB 515:** Introduction to Robotics II
- ROB 537:** Learning-based Control
or **ROB 534:** Sequential Decision Making in Robotics
- ME 531:** Linear Multivariate Control Systems I
or **ROB 545:** Kinematics, Dynamics, and Control

MILESTONES FOR SPECIFIC DEGREES WITHIN MIME

MASTER OF ENGINEERING

On-campus MEng students will be expected to prepare a portfolio of their graduate work while at Oregon State University. Two resources have been developed to guide MEng students through this requirement:

1. a Canvas-based, non-credit Portfolio Orientation Module to introduce MEng students to early program milestones and requirements as well as the idea of a portfolio, and
2. a final-term, for-credit course, ENGR 521 MENG PORTFOLIO COMPLETION (1 credit).

The portfolio produced by the student as part of the Portfolio Completion course will also serve, in lieu of a final oral examination, for assessment as to whether they have fulfilled MEng degree requirements.

The milestones for the on-campus MEng degrees in Industrial Engineering and Mechanical Engineering, respectively, can be found online at:

<https://engineering.oregonstate.edu/Academics/Degrees/Industrial-Engineering/Master-Engineering-Industrial-Engineering-Program-Information>, and

<https://engineering.oregonstate.edu/academics/degrees/mechanical-engineering/me-meng-program>.

In brief, the milestones are summarized in Table 5.

Table 5. Milestones for MIME’s Master of Engineering degrees

MEng MILESTONE	PROPOSED TIMELINE
Canvas-based, non-credit Portfolio Orientation Module completed	End of your first term
Meet with the MIME Head Advisor for Graduate Programs	Before the end of your first term
Graduate committee identified	Before the end of your first term
Rough sketch made of proposed courses	Before the end of your first term
Ethical research training completed	Before Program of Study submission
Program of Study submitted for approval	Before completing 18 credits
Coursework completed	Before the end of your last term
Portfolio fully compiled	No later than Week 5 of your last term
Alternate Summative Assessment scheduled with the Grad School	No later than Week 5 of your last term
ENGR 521 MEng Portfolio Completion course completed	Seven years or less from commencement of study

MASTER OF SCIENCE

The milestones for all MIME MS degrees are shown in Table 6. Online versions of these milestones for the Industrial Engineering and Mechanical Engineering programs, respectively, can be found online at: <https://engineering.oregonstate.edu/Academics/Degrees/Industrial-Engineering/Master-Science-Industrial-Engineering-Program-Information> and <https://engineering.oregonstate.edu/node/2801>. Specific milestones for the Robotics program can be found in the Robotics handbook. Online milestones tables have active links for additional reference.

Table 6. Milestones for MIME’s Master of Science degrees

MS MILESTONE	PROPOSED TIMELINE
Meet with the MIME Head Advisor for Graduate Programs (required for first year students)	Before the end of your first term
Major professor selected	Before the end of your first term
Complete relevant safety training	As appropriate
Rough sketch made of proposed courses	Before the end of your first term
Academic Milestones Plan submitted to MIME Graduate Coordinator	Before the end of your first term
Graduate committee established	Before the end of your second term
Ethical research training completed	Before Program of Study submission
Program of Study submitted	Before completing 18 credits
Coursework completed	Before the end of your last term
MS project or thesis completed	Prior to Final Oral Exam
Final defense of thesis or project (Final Oral Exam) date and time arranged	At least one month before event
Final Oral Exam scheduled with the Grad School	No less than two weeks before event
Final Oral Exam passed	Seven years or less from commencement of study

DOCTORATE OF PHILOSOPHY

The PhD milestones for the Industrial Engineering major are slightly different from those for MIME's other three majors. The IE PhD milestones are shown in Table 7 and are found online at:

<https://engineering.oregonstate.edu/Academics/Degrees/Industrial-Engineering/PhD-Industrial-Engineering>. The online milestones table has active links for additional reference.

Table 7. Milestones for MIME's Doctor of Philosophy degree in Industrial Engineering

PhD MILESTONE (Industrial Engineering)	PROPOSED TIMELINE
Meet with the MIME Head Advisor for Graduate Programs (required for first year students)	Before the end of your first term
Major professor selected	Before the end of your first term
Complete relevant safety training	As appropriate
Rough sketch made of proposed courses	Before the end of your first term
Academic Milestones Plan submitted to MIME Graduate Coordinator	Before the end of your first term
Graduate committee established	Before the end of your second term
Ethical research training completed	Before Program of Study submission
Core coursework completed with ≥ 3.5 GPA and no single grade lower than B	Before combined PhD Program (POS) Meeting / Qualifying Exam
POS Draft finalized	Before combined PhD Program (POS) Meeting / Qualifying Exam
Combined PhD Program (POS) Meeting / Qualifying Exam meeting convened and passed	Before the end of second year
All coursework completed	Before the end of your last term
Oral Preliminary Examination passed	At least six months after completing qualifying examination, and at least one full academic term before Final Oral Exam.
Doctoral research and dissertation write-up completed	Prior to Final Oral Exam
Final defense of thesis or project (Final Oral Exam) date and time arranged	At least one month before event
Final Oral Exam scheduled with the Grad School	No less than two weeks before event
Final Oral Exam passed	Nine years or less from commencement of study and no more than five years after completing preliminary examination.

The PhD milestones for Mechanical Engineering and Robotics are slightly different from those for IE major. The ME and ROB PhD milestones are shown in Table 8. The online version of these milestones for Mechanical Engineering are found online at <https://engineering.oregonstate.edu/academics/degrees/mechanical-engineering/phd-mechanical-engineering-program-milestones>. Specific milestones for the Robotics programs can be found in the handbooks for that program. Online milestones tables have active links for additional reference.

Table 8. Milestones for MIME’s Doctor of Philosophy degree in Mechanical Engineering*

PhD MILESTONE (Mechanical Engineering*)	PROPOSED TIMELINE
Meet with the MIME Head Advisor for Graduate Programs (required for first year students)	Before the end of your first term
Major professor selected	Before the end of your first term
Rough sketch made of proposed courses	Before the end of your first term
Complete relevant safety training	As appropriate
Academic Milestones Plan submitted to MIME Graduate Coordinator	Before the end of your first term
Graduate committee established	Before the end of your second term
Ethical research training completed	Before Program of Study submission
POS Draft finalized	Before PhD Program (POS) Meeting
PhD Program (POS) Meeting convened and POS approved	Before the end of second year; prior to Qualifying Exam
Core coursework completed (check for major-specific GPA requirements)	Before Qualifying Exam
Qualifying Exam passed	Varies by area (https://mime.oregonstate.edu/academics/grad/me/qual-exam)
All coursework completed	Before the end of your last term
Oral Preliminary Examination passed	At least six months after completing Qualifying Examination, and at least one full academic term before Final Oral Exam.
Doctoral research and dissertation write-up completed	Prior to Final Oral Exam
Final defense of thesis or project (Final Oral Exam) date and time arranged	At least one month before event
Final Oral Exam scheduled with the Grad School	No less than two weeks before event
Final Oral Exam passed	Nine years or less from commencement of study and no more than five years after completing preliminary examination.

* This milestones table is appropriate for the majors of Materials Science and Robotics as well.

GRADUATE STUDENT EMPLOYEES (GRADUATE ASSISTANTS, etc.)

EMPLOYMENT/PAYROLL

NEW HIRES

If a student is offered employment, as either an hourly worker (e.g., graders, lab workers, etc.) or a Graduate Assistant (GA), new hire paperwork must be completed to receive payment. Newly hired students should report to Room 08 [Hovland Hall](#) (2700 SW Campus Way) to fill out new hire paperwork. Please remember to bring the following documents:

- Identification as outlined on I-9 form page 3 (only originals are accepted, no photocopies)
- Social Security card (or receipt from the Social Security Office)
- Voided check or savings account statement
- International students: passport, I-20 and I-94

All employees must have a social security number to work. International students can receive help in obtaining a social security number at the Hovland Hall office as well.

TIMESHEETS

Timesheets are found online at <http://mytime.oregonstate.edu> and are submitted on the 15th of each month. Hourly workers must clock in/out for each shift. Graduate Assistants, whether working as a research assistant or a teaching assistant (commonly called GRAs or GTAs), also have a timesheet. GA timesheets are for recording sick leave taken or time when filling in for another GA who is may be sick. If no sick leave or fill-in leave needs to be recorded, the timesheet should be left blank. Please confirm with the Operations Manager if you are unsure about submitting your timesheet.

PAYCHECKS

Payment is distributed on the last non-holiday business day of the month. Direct deposits are available and will take place on the same day. Paycheck stubs for direct deposit recipients are available via OSU's Online Services portal. Paper payroll checks are distributed to the department via the daily mail delivery at approximately 0900. If you have opted for a paper check, please see Stephanie.

HEALTH INSURANCE

All graduate students are required to carry health insurance. Insurance for graduate assistants is provided by the university at a low premium cost to you as bargained by the graduate student union, the Coalition of Graduate Employees (CGE). University provided insurance may be waived as long as the student supplies documentation that the outside coverage is equal to or greater than the coverage provided by the University. For more information, enrollment forms, and premium rates, visit the Student Health Services website. Deadline for fall term signup is October 01.

Other student health and wellness resources on campus include:

- OSU Student Health Services (<http://studenthealth.oregonstate.edu/>, 541-737-9355)
- OSU Counseling & Psychological Services (<http://oregonstate.edu/counsel/>, 541-737-2131)

GRADUATE ASSISTANTSHIPS

A [graduate assistantship is an employment position at OSU](#). In exchange for service, an assistantship provides a monthly salary (stipend), tuition remission, and an institutional contribution toward mandatory fees and the graduate assistant-only health insurance premium. Graduate assistants are required to carry out the duties assigned by their faculty supervisor to justify their stipend. Assistantships are 13-week long appointments that roughly align with the 11-week academic quarters of OSU. Consequently, assistantship duties start before the academic term each quarter, and students are expected to begin their work assignments when their appointment begins.

Additionally, most students who hold multiple jobs on campus may not work more than a total of 19.9 hours per week (or 255 hours per term) for all positions held while enrolled in at least 3 credits (6 during summer). Maintaining a GPA of 3.00 or better is required for continued financial support.

Students planning to take a short break (5 days or less) or be away from work, must request from their supervisor. The request should be in writing and well in advance of their plans.

OTHER HELPFUL INFORMATION

PUBLISHING EXPECTATIONS

Publication of MS and PhD level research findings in the peer-reviewed literature is vital to the success and reputation of the graduate programs in MIME. In most cases, this mechanism of dissemination is the most efficient and effective vehicle for communicating our work to relevant stakeholders, particularly other experts in the field. For faculty, publications are of critical importance for career advancement as evaluated through the promotion and tenure process. For students pursuing research and academic careers, publications serve a similar purpose. It is generally based on these widely available, peer-reviewed, manuscripts that the quality and impact of one's research endeavors is assessed and potential for future success evaluated. Stated another way, simply completing a MS thesis or PhD dissertation is generally not sufficient for attainment of the career goals of students and faculty.

Issues surrounding the publication of peer-reviewed manuscripts and completion of MS theses and PhD dissertations are intimately intertwined. This fact is recognized by the Graduate School and facilitated by so-called "manuscript-based" theses where theses and dissertations can package several published and/or draft publications into a single document.

In the School of MIME, publication in peer-reviewed manuscripts is strongly encouraged by all research-based students, especially those pursuing a PhD. As outlined above, these expectations are believed to be in the best interests of students, faculty and the School. In general, publishing approximately three

manuscripts based on a PhD dissertation and one manuscript based on MS research are viewed as reasonable targets. Specifics of these expectations, including guidelines and timelines, are matters to be arranged between students and their faculty advisors. An important mechanism for formalizing and assessing progress towards these aims is the annual evaluation of satisfactory academic progress (see page 16). This process provides a structure for faculty and students to set goals and expectations regarding publishing and to assess progress toward those goals on an annual basis. For context, faculty members are evaluated on a similar basis via annual evaluations with the School Head and through mid-tenure, tenure, and promotion processes at the College and University levels.

THESIS GUIDE

The Graduate School's website has a complete guide to the University requirements associated with formatting your thesis or dissertation. Students are encouraged to review the site, listed below, before starting to write the thesis to ensure understanding of the formatting, procedures and deadlines.

<https://gradschool.oregonstate.edu/progress/thesis-guide>

Note that the Graduate School takes the formatting, content, and other requirements for the thesis (and especially the "pretext pages") very seriously. Failure to adhere to these requirements strictly may result in your thesis being rejected by the Graduate School.

THESIS BINDING

The MIME has no requirement that you print or bind your thesis. Students wishing to bind a personal copy may do so through the private business:

Cyrano's
361 SW 2nd Street, Corvallis, OR 97333
Phone: 541-752-0469
Website: www.stpcyranos.com
E-mail: stpcyrano@hotmail.com

THESIS CREDIT REGISTRATION

Research graduate students are working toward completion of their thesis from the first day they arrive on campus. Even early on, every meeting you have with a potential major professor, every conversation you have with fellow graduate students about how they determined their thesis topic, every hour you spend reading previously published work are efforts toward your future thesis. While a non-research student may be able to handle three or even four courses per term, since their primary purpose is to complete their required coursework, a research student, even before they've decided on a major professor or thesis topic, needs to account for the time it takes to figure these things out. Therefore, it is appropriate that their registration reflects that effort. Registration in thesis credits (IE/ME/ROB 503

for master's students and IE/ME/ROB 603 for doctoral students) is typical as top-off credits each term once in-class course load has been decided each term.

Furthermore, once all required graduate courses on a student's POS are completed, students typically register full time for thesis (XXX 503 for master's students or XXX 603 for doctoral students) credits each term until they graduate, unless permission for a reduced course load has been requested and granted.