



engineering
SAN JOSE STATE UNIVERSITY




Charles W. Davidson
College of Engineering
One Washington Square
San Jose, CA 95192-0080
www.eng.sjsu.edu



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ChE/MatE Graduate Student Orientation

Dr. Craig England
Dr. Melanie McNeil
August 16, 2017




Outline

- Introductions
- Department Resources
- Graduate Advising
- Curriculum
- Graduation Requirements
- Other Important Information



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Department Faculty and Staff


Dr. Guna Selvaduray (BME/MatE), Department Chair	Dr. Alessandro Bellofiore (BME)
Dr. Melanie McNeil (ChE), Graduate Advisor	Dr. Richard Chung (MatE)
Dr. Craig England (MatE), Graduate Advisor	Dr. Folarin Erogbogbo (BME)
Regina Gabriel, Administrative Support Coordinator	Dr. Lukas Gerber (ChE)
	Dr. Ozgur Keles (MatE)
	Dr. Claire Komives (ChE)
	Dr. Matthew Leineweber (BME)
	Dr. Dahyun Oh (MatE)
	Dr. Anand Ramasubramanian (ChE)
	Dr. Liat Rosenfeld (ChE)
	Dr. Melinda Simon (BME)
	<i>Also several adjunct faculty/lecturers</i>



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Graduate Student Introductions

- Name
- B.S. degree major/university
- M.S. program (ChE or MatE)



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Department Email List

- Subscribe to BCME Graduates Google Group email list: <http://www.sjsu.edu/bcme/students/google-groups/>
- This email list is the primary means of communicating the information to the graduate students including
 - Advising Information
 - Events (Guest Speakers, Job Fairs, Meetings)
 - Student Club Activities
 - Internships/Scholarships

12/12/2016

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Internship/TA Opportunities

- The Career Center has information on how to obtain an [Internship](#)
- Frequent announcement of internship opportunities are sent to the BCME Graduate email list.
- Every semester, the BCME department has limited number teaching associate (TA) positions.

12/12/2016

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BCME Student Clubs

- The department has 5 student clubs <http://www.sjsu.edu/bcme/students/bcme-student-clubs/index.html>
 - American Institute of Chemical Engineers (AIChE)
 - Biomedical Engineering Society (BMES)
 - International Society for Pharmaceutical Engineers (ISPE)
 - Materials Advantage: student chapter for four materials engineering organizations (ACerS, AIST, ASM, TMS)
 - Society of Plastic Engineers (SPE)

12/12/2016

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Graduate Advising Resources

- ChE/MatE Graduate Advisors
 - Primary → Dr. England
 - Secondary → Dr. McNeil
- BCME Graduate Advising Webpage <http://www.sjsu.edu/bcme/students/graduate-advising/index.html>
 - MS ChE/MatE Graduate Advising Forms
 - Candidacy Form Tutorial
- International Engineering Graduate Student Advisor: Marta Ramirez-Rodenas

12/12/2016

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International Engineering Graduate Student Advising

ges.sjsu.edu/ges

We are here to help.
 Drop-in: Monday-Friday 3 - 4:30 PM
 Appointments via GradesFirst: Monday-Friday 9 AM - 3 PM

Graduate Engineering Student Success (GESS) page:
<https://ges.sjsu.edu/ges>

OUR PURPOSE
 To provide international engineering graduate students with guidance and resources that support academic success and enrich their graduate experience.

OUR RESPONSIBILITIES
 Help graduate students navigate university and college policies and procedures
 Connect students to campus and community resources
 Support student issues with programs and services that address existing needs
 Help students stay on track to graduation

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Engineering.sjsu.edu/student-success

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Our College: Programs: Facilities: Databases: **Student Success**: Research:

Student Success

The Charles W. Davidson College of Engineering is dedicated to supporting the mission of San Jose State University: to enrich the lives of its students, to transfer knowledge to its students along with the necessary skills for applying to the needs of our society, and to expand the base of knowledge through research and discovery. The Davidson College of Engineering will be a dynamic, multi-disciplinary and multi-cultural environment of professional graduates by offering a variety of courses, programs and experiential experiences that address diverse learning approaches, backgrounds and learning capacities, and state-of-the-art technology with made and create the traditional classroom setting. We invite you to explore the various resources and opportunities available to our students.

ACADEMIC HELP | GET INVOLVED | HEALTH AND WELLNESS
 NEW STUDENTS | PROFESSIONAL DEVELOPMENT | SCHOLARSHIPS AND AWARDS

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ges.sjsu.edu/ges

Graduate Engineering Student Success

SUPPORT HELP
GUIDANCE ASSISTANCE

WELCOME TO THE COLLEGE OF ENGINEERING
 We are glad you have chosen SJSU and the College of Engineering to advance your education and career. The College will be your primary contact point for all graduate student success and advising needs. We are committed to providing you with the resources and support you need to succeed in your graduate studies. We will help you navigate the university and college policies and procedures, connect you to campus and community resources, and support you with programs and services that address existing needs. We will help you stay on track to graduation.

ACADEMIC HELP | **GET INVOLVED** | **HEALTH AND WELLNESS**
NEW STUDENTS | **PROFESSIONAL DEVELOPMENT** | **SCHOLARSHIPS AND AWARDS**

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Semester Advising Timeline

- Advising email message sent to ChE/MatE graduate students (**BCME Graduate Google Group**) by graduate advisor with instructions
- Submission of **updated advising form** to graduate advisor for review during the designated semester advising period.
 - Each 3 unit graduate course requires about 10 hours of work per week outside of class.
- Update and approval of advising form by graduate advisor
- Removal of registration hold by graduate advisor
- Failure to submit your advising form on time can delay your registration and result in late registration fee and possible course cancellations.

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MS ChE Curriculum Plan

- Option A (Thesis)
 - Core Courses (12 units)
 - Technical Electives (12 units)
 - MS Thesis/Project Preparation Seminar (1 unit)
 - MS Project (2 units)
 - MS Thesis (3 units)
- Option B (Project)
 - Core Courses (12 units)
 - Technical Electives (12 units)
 - MS Thesis/Project Preparation Seminar (1 unit)
 - ME 230,270 or 273 (3 units)
 - MS Project (2 units) then CHE 1290R

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MS MatE Curriculum Plan

- Option A (Thesis)
 - Core Courses (15 units)
 - Technical Electives (9 units)
 - MS Thesis/Project Preparation Seminar (1 unit)
 - MS Project (2 units)
 - MS Thesis (3 units)
- Option B (Project)
 - Core Courses (15 units)
 - Technical Electives (12 units)
 - MS Thesis/Project Preparation Seminar (1 unit)
 - MS Project (2 units) then MatE 1290R

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BCME Courses

- Graduate students must
 - maintain a GPA ≥ 3.0 for all 100-level and 200-level courses taken at SJSU as well as for all 30 units in the curriculum plan
 - receive a C or better in each course in their curriculum plan
- A tentative schedule of ChE/MatE graduate courses can be found at <http://www.sjsu.edu/bcme/students/graduate-advising/courseschedule/>

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Academic Integrity Policy

- Your own commitment to learning, as evidenced by your enrollment at San Jose State University, and the University's Academic Integrity Policy, requires you to be honest in all your academic coursework. Faculty members are **required** to report all infractions to the Office of Student Conduct and Ethical Development. The policy on academic integrity can be found at <http://www.sjsu.edu/studentconduct/policies/>
- The BCME department has a zero tolerance policy for plagiarism. All work must be written in your own words and properly cited.

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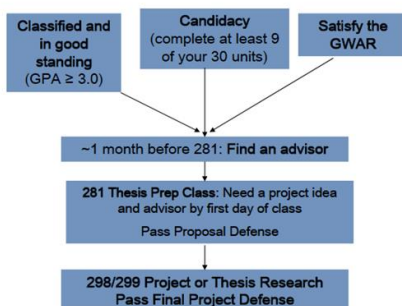
Probation and DQ

- If your GPA drops below 3.0, you will be placed on academic probation.
- You will remain on probation until your GPA is above 3.0.
 - Each semester you are on probation, your semester GPA must be better than 3.0 or you will be disqualified from SJSU Graduate School
- The BCME department does not offer programs of study. That means that if you go on probation you should think about switching to a different program. You can only be admitted to a different program if you are not DQ'd.
- A second DQ is terminal for all SJSU MS students

Degree Timeline

1. Obtain "[Classified](#)" status in Master's program
2. Satisfy [GWAR](#)
3. Submit [candidacy form](#) to graduate advisor
4. Successfully defend research proposal in ChE/MatE 281
5. Complete 30 units of approved MS coursework with GPA \geq 3.0 and no grade less than a C AND all 100 level or above courses with a GPA \geq 3.0
6. Successful defend final thesis/project report after taking ChE/MatE 298/299 and possibly ChE/MatE 1290R
7. Submit [Application for Award of Master's Degree](#) to GAPE by deadline
8. Submit final paperwork to graduate advisor to clear any RP grades
9. Submission of culminating memo to GAPE by graduate advisor
10. Submit thesis by deadline if applicable

Route to Project/Thesis



Conditionally Classified Status

- Many of you were admitted with "Conditionally Classified" status in your Masters program
- You must satisfy conditions of admission to remain in the ChE or MatE Master's program
 - Minimum letter grades in your first semester courses
 - Complete required ChE or MatE transition courses, which do not count towards the 30 units in the MS program <http://www.sjsu.edu/bcme/programs/academic-policies/graduate-transition-courses/index.html>
- If you do not meet the conditions, you may not be able to complete the MS program in ChE or MatE.
- When you meet the conditions, you must submit a [Change of Classification](#) form to your graduate advisor to obtain "Classified" status in your Masters program

GWAR

- Successful completion of the Graduate Writing Assessment Requirement ([GWAR](#)) is required of all graduate students.
 - Completion of Engr 200W with B or better
 - Completion of undergraduate degree at a CSU
 - Petition approved by Associate Dean for Graduate Studies
 - Undergraduate Technical Writing Course taken with B or better
 - Sole authorship of technical publication



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Candidacy Form

- The [Petition for Advancement to Graduate Candidacy](#) lists all 30 units of the courses that you will take to complete the Master's program.
- The completed candidacy form is emailed to a ChE/MatE graduate advisor for approval after you
 - obtain "Classified" standing
 - satisfy GWAR
 - have completed 9 units of **MS coursework** with a GPA ≥ 3.0 (200W and transition course do not count)
- [Course substitution forms](#) are used to change the 30 units if needed.

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Thesis/Project

- All ChE/MatE graduate students are required to do a thesis or project resulting in a formal written report with an oral defense to their Reading Committee (ChE/MatE 281 → ChE/MatE 298/299).
- A thesis typically involves more detailed research and analysis. The thesis is reviewed by the Office of Graduate Studies and Research and published by the University.
- Students must be invited by a tenure track SJSU faculty to do a thesis. Most students do a project.



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Fall 2017 Important Dates

- Aug. 23- First day of instruction; Add/drop period begins
- Sept. 4 – No classes, SJSU closed - Labor Day
- Sept. 6 – Last day to drop courses
- Sept 13 – Last day to add classes& register late
- Late Oct– Winter & Spring 2017 enrollment appointments posted on MySJSU
- Nov 10 – No classes, SJSU closed - Veterans Day
- Nov 22- No classes, SJSU open
- Nov 23/24- No classes, SJSU closed – Thanksgiving
- Dec 11 –Last day of instruction
- Dec 13-15, 18-20 – Final exams
- Dec. 22 End of Fall Semester

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Student ID (Tower) Card

- Student ID cards are issued at the Tower Card windows in the Bursar's Office located in the Student Services Center.
<http://www.sjsu.edu/bursar/services/towercard/>



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Other Resources (1)

- International Student and Scholar Services: <http://www.sjsu.edu/iss/>
 - International Students MUST sign up with ISSS, CLARK HALL, 5th Floor, room 543
- Writing Resources
 - Engr 90W: a writing workshop course you can register for to get extra assistance on your writing
 - Writing Center in Clark Hall: drop-in assistance on your writing: <http://www.sjsu.edu/writingcenter/about/>
- Dr. MLK Jr Library: <http://library.sjsu.edu/>
 - Joint University/City Library
 - Online Search & Interlibrary Loan Services
 - Anamika Megwalu, BCME research librarian

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Other Resources (2)

- Counseling Services: <http://www.sjsu.edu/counseling/>
 - SJSU offers free, drop-in counseling services for a range of issues including study skills, handling stress, adjusting to a new place, etc
- Health Center: <http://www.sjsu.edu/studenthealth/>
 - SJSU provides free health care for enrolled students with appointments, drop-in, workshops, and vaccination clinics
- Student Union/Event Center/Recreation Facilities: <http://www.sjsu.edu/studentunion/>
- Parking: <http://www.sjsu.edu/parking/>

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