ChE/MatE New Graduate Student Orientation

Dr. Craig England
Dr. Melanie McNeil
August 12, 2021

We will post this on the CME website asap
Outline

• Introductions
• Department Resources
• Graduate Advising
• Curriculum
• Graduation Requirements
• Other Important Information
CME Department Faculty/Staff

Dr. Richard Chung (MatE), Department Chair
Dr. Melanie McNeil (ChE), Graduate Coordinator
Dr. Craig England (MatE), Graduate Advisor
Debi Fennern, Administrative Support Coordinator

Dr. Özgür Keles (MatE)
Dr. Claire Komives (ChE)
Dr. Dahyun Oh (MatE)
Dr. Katy Kao (ChE)
Dr. Santosh KC (MatE)
Dr. Gautam Kumar (ChE)
Dr. Anand Ramasubramanian (ChE)
Dr. Liat Rosenfeld (ChE)
Dr. David Wagner (ChE)

Also several adjunct faculty/lecturers

SAN JOSE STATE UNIVERSITY
Department Email List

• Subscribe to CME Graduates Google Group: http://www.sjsu.edu/cme/students/google-groups/

• Email messages to this group is the primary means of communicating the following information to CME graduate students:
  – Advising Information
  – Events (Guest Speakers, Job Fairs, Meetings)
  – Student Club Activities
  – Internships/Scholarships
Dr. Melanie McNeil
Graduate Coordinator

PhD – UC Santa Barbara
Dr. Craig England – Graduate Advisor

- B.S. Physics, University of the Pacific, 1983
- Ph.D. Physics (Solid State/Plasma), University of Arizona, 1991
- Lecturer in CME Dept. since Spring 2012
- Graduate Advisor in CME Dept. since Fall 2014
- Myers-Briggs: INTJ
- Hobbies: computers, cooking, and canines
Graduate Student Introductions

• Name
• B.S. degree major/university
• M.S. program (ChE or MatE)
• Fun fact
Graduate Advising Resources

- CME Graduate Advising Webpage
  [http://www.sjsu.edu/cme/students/graduate-advising/index.html](http://www.sjsu.edu/cme/students/graduate-advising/index.html)
  - Graduate Advising Forms
  - Graduate Advisors
  - Information
- COE Graduate Student Advisor: Marta Ramirez-Rodenas
  [https://engineering.sjsu.edu/gess](https://engineering.sjsu.edu/gess)
Semester Advising Timeline

• Advising email message sent to ChE/MatE graduate students (*CME-Grad 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.

• 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.
CME Courses

• Graduate students must
  – maintain a GPA $\geq 3.0$ 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/cme/students/graduate-advising/courseschedule/
## Chemical Engineering Curriculum Plan

<table>
<thead>
<tr>
<th></th>
<th>Thesis Plan A</th>
<th>Project Research Plan B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Core</td>
<td>ChE 211 – 3 units</td>
<td>ChE 211 – 3 units</td>
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<tr>
<td></td>
<td>ChE 218 – 3 units</td>
<td>ChE 218 – 3 units</td>
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<tr>
<td></td>
<td>ChE 219 – 3 units</td>
<td>ChE 219 – 3 units</td>
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<tr>
<td>Electives</td>
<td>12 units <strong>which may</strong> include up to 6 additional units of ChE 280</td>
<td>12 units <strong>which may</strong> include up to 6 additional units of ChE 280</td>
</tr>
<tr>
<td>Required Research</td>
<td>ChE 200 – 3 units (GWAR)</td>
<td>ChE 200 – 3 units (GWAR)</td>
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<tr>
<td></td>
<td>ChE 281 – 1 unit</td>
<td>ChE 281 – 1 unit</td>
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<tr>
<td></td>
<td>ChE 280 – 2 units</td>
<td>ChE 280 – 2 units</td>
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<tr>
<td></td>
<td>ChE 280 – 2 units</td>
<td>ChE 280 – 2 units</td>
</tr>
<tr>
<td>Culminating Experience</td>
<td>ChE 299 – 1 unit</td>
<td>ChE 298 – 1 unit</td>
</tr>
<tr>
<td>Total Units</td>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>
# Materials Engineering Curriculum Plan

<table>
<thead>
<tr>
<th></th>
<th>Thesis Plan A</th>
<th>Project Plan B Track</th>
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</thead>
<tbody>
<tr>
<td><strong>Required Core</strong></td>
<td>MATE 205 – 3 units</td>
<td>MATE 205 – 3 units</td>
</tr>
<tr>
<td></td>
<td>MATE 215 – 3 units</td>
<td>MATE 215 – 3 units</td>
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<tr>
<td></td>
<td>MATE 241 – 3 units</td>
<td>MATE 241 – 3 units</td>
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<tr>
<td></td>
<td>MATE 251 – 3 units</td>
<td>MATE 251 – 3 units</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>9 units <em>which may</em> include up to 6</td>
<td>9 units <em>which may</em> include up to 6</td>
</tr>
<tr>
<td></td>
<td>additional units of MATE 280</td>
<td>additional units of MATE 280</td>
</tr>
<tr>
<td><strong>Required Research</strong></td>
<td>ChE 200 – 3 units</td>
<td>ChE 200 – 3 units</td>
</tr>
<tr>
<td></td>
<td>MATE 281 – 1 unit</td>
<td>MATE 281 – 1 unit</td>
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<tr>
<td></td>
<td>MATE 280 – 2 units</td>
<td>MATE 280 – 2 units</td>
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<tr>
<td></td>
<td>MATE 280 – 2 units</td>
<td>MATE 280 – 2 units</td>
</tr>
<tr>
<td><strong>Culminating Experience</strong></td>
<td>MATE 299 – 1 unit</td>
<td>MATE 298 – 1 unit</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>
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 200 → ChE/MatE 281 → ChE/MatE 298/299 plus ChE/MatE 280).

• A thesis typically involves more detailed research and analysis. The thesis is reviewed by the College of Graduate Studies and published by the University. https://www.sjsu.edu/cgs/current-students/thesis-and-dissertations/index.php

• Students must be invited by a tenure track CME faculty member to do a thesis. Thesis or Project is normally decided during ChE/MatE 281.
Research Pathway

ChE 200 → ChE/MatE 281 → ChE/MatE 298/299 plus ChE/MatE 280

281 requires GWAR
Classified Standing
Candidacy Form
Good Standing
Research Advisor and Topic

ChE/MatE 280 2 units - TBD classes that do not meet but you must have a research advisor and topic identified.

ChE/MatE 280 3 units – student must have scope with milestones and deliverables equivalent to the homework/project/exams in a typical technical elective, AND must be working a minimum of 12-15 hours in a SJSU lab on their MS research, in order to get credit for this course.
Your research advisor MUST approve you taking this course.
GWAR

- All CME graduate students must satisfy the graduate writing requirement (GWAR). This is a CSU wide requirement. [https://catalog.sjsu.edu/content.php?catoid=2&navoid=116#graduation-writing-assessment-requirement](https://catalog.sjsu.edu/content.php?catoid=2&navoid=116#graduation-writing-assessment-requirement)

- All CME graduate students are required to take the CME GWAR course, ChE 200. All students who complete ChE 200 with a grade of B or better can enroll in ChE/MatE 281 in a subsequent semester. Students who do not pass the GWAR portion will need to work with their graduate advisor to determine their appropriate course sequence, and these graduate students can use their ChE/MatE 281 proposal report to demonstrate that they have met the GWAR. Only students who have passed the GWAR can enroll in ChE/MatE 298 or 299.
Degree Timeline

1. Obtain “Classified” status in Master’s program
2. Satisfy GWAR
3. Submit candidacy form to graduate advisor after completing at least 9 units of your MS Curriculum
4. Defend research proposal in ChE/MatE 281
5. Complete MS coursework with GPA $\geq 3.0$ and no grade less than a C
6. Submit Application for Award of Master's Degree
7. Apply to Graduate
8. Defend final thesis/project report after taking ChE/MatE 298/299 and possibly ChE/MatE 1290R
9. Submit thesis to College of Graduate Studies
10. Submission of culminating memo to GAPE by graduate advisor and change any RP grades to CR
Conditionally Classified Status

- Many of you were admitted with “Conditionally Classified” status in your Master’s 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/cme/programs/academic-policies/graduate-transition-courses/
- 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 Master’s program
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 the ChE/MatE graduate advisor for approval after you
  – obtain “Classified” standing
  – satisfy GWAR
  – have completed 9 units of MS coursework with a GPA \( \geq 3.0 \) (transition course do not count)

• Course substitution forms are used to change the 30 units if needed.
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 better than 3.0 or you will be disqualified from SJSU Graduate School
• The CME department does not offer programs of study. If you go on probation, you should consider 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
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 CME department has a zero-tolerance policy for plagiarism. All work must be written in your own words and properly cited.
CME Student Clubs

- The department has four student clubs
  http://www.sjsu.edu/cme/students/bcme-student-clubs/index.html
  - American Institute of Chemical Engineers (AIChE)
  - International Society for Pharmaceutical Engineers (ISPE)
  - Materials Advantage: student chapter for four materials engineering organizations (ACerS, AIST, ASM, TMS)
  - Society of Plastic Engineers (SPE)
Fall 2021 Important Dates

- Aug. 19: First day of instruction; Late registration period begins
- Aug. 31: Last day to drop courses
- Sept. 6: No classes, SJSU closed - Labor Day
- Sept 8: Last day to add classes & register late
- Early Nov: Spring 2020 Grad advising begins
- Nov. 11: No classes, SJSU closed - Veterans Day
- Nov. 24: No classes, SJSU open
- Nov. 25/26: No classes, SJSU closed – Thanksgiving
- Dec. 6: Last day of instruction
- Dec. 8-10, 13-14: Final exams
- Dec. 17: End of Fall 2021 Semester
Internship/TA Opportunities

- Frequent announcement of internship opportunities are sent to the CME Graduate Google Group.
- Every semester, the CME department has limited number teaching associate (TA) positions.
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.
  https://www.sjsu.edu/bursar/students-parents/tower-card.php
SmartPass Clipper Card

- The Associated Student provides students a SmartPass Clipper Card for $3
  https://www.sjsu.edu/as/departments/transportation-solutions/smartpass-overview/students.php. The Clipper Card provides unlimited rides on Santa Clara Valley Transportation Authority (VTA) Local & Rapid buses, Limited routes, and Light Rail lines.
Other Resources (1)

• International Student and Scholar Services: http://www.sjsu.edu/isss/
  – International Students MUST sign up with ISSS, Student Union West (CIES)

• 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

• Dr. MLK Jr Library: http://library.sjsu.edu/
  – Joint University/City Library
  – Online Search & Interlibrary Loan Services
  – Anamika Megwalu, CME research librarian
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 healthcare 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/