MIME GRADUATE STUDENT ORIENTATION

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University of Toledo

August 20, 2019
2:45 p.m. - 5:00 p.m.
MIME Conference Room - Nitschke Hall 4020

Outline

- Welcome - MIME Chairman
- MIME Focus Areas and Department Organization
- MIME Graduate Programs
- Registration and Plan of Study
- Resources/Facilities
MIME Focus Areas

- MIME Department is recognized as one of the best on campus
- Graduate program in MIME is specialized in terms of both teaching and research
  1. Manufacturing Processes and Systems Focus Area
  2. Mechanics, Materials and Design Focus Area
  3. Computational and Experimental Thermal Science Focus Area
- Different required courses in each area
- Organized based on the faculty research and interests

What do they mean to you?
- Must select and concentrate on one focus area
- It will determine your course work, research and expertise
  - But will not appear on your diploma.

Selection of a Focus Area
- Based on statement of purpose at the time of application
- In general, students are admitted to a focus area to meet focus area research needs
MIME Focus Areas

- Requirements?
  - Core and elective courses
  - Students must meet requirements set by focus area faculty in order to be certified for graduation.

  Following an approved “plan of study” guarantees that you will be certified to graduate upon its successful completion.

M.I.M.E. Department Organization

- Dr. Mohammad Elahinia
  - Professor & Chairman

  **FACULTY**
  - Graduate Program Director
    - Dr. Mohamed Samir Hefzy
  - Computational & Experimental Thermal Science (CETS) Focus Area
    - Dr. Duane Hixon, Leader
  - Mechanics, Materials & Design (MMD) Focus Area
    - Dr. Mohamed Samir Hefzy, Leader
  - Manufacturing Processes and Systems (MPS) Focus Area
    - Dr. Hongyan Zhang, Leader

  **STAFF**
  - Associate Director of Department Student Services
    - Debbra Kraftchick
  - Interim Assistant Director Student Services
    - Julie Croy
  - Department Secretary
    - Kathryn Rosa
  - Lab Supervisor (2 Tech Staff)
    - John Jaegly
Administration

- **Department Chairperson** -
  Dr. Mohammad Elahinia (x8210)
  - As administrator
    - Overall responsibility for department — all administrative as well as academic matters.
    - Student matters — unusual (extraordinary) problems/issues.
  - As academic advisor
    - Faculty responsibilities

Student Services Staff

- **Associate Director of Department Student Services** -
  Ms. Debbra Kraftchick (NI 4006 – x 8204)
  - First person to see records and student files
  - Process department/university forms
  - Registration/scheduling/reminders/new sections as needed
  - Direct students to right resources
Student Services Staff

Interim Assistant Director of Department Student Services-
Ms. Julie Croy (NI 4006 – x 8204)

- At the present time, Ms. Croy is involved only with undergraduate students

Academic resource Analyst-
Ms. Kimberley McIntosh (NI 4004 – x 8037)

- Prepare financial reports
- Order research supplies
Student Services Staff

► Department Secretary -
Ms. Kathryn Rose (NI 4005 – x 8210)

- Responsible for secretarial support
  - Instructional support to faculty
  - Appointments with Chairman on special issues
  - All department purchases and travel forms
  - Financial matters and forms including preparation of GAPA's and time cards (if needed)
  - If funded, you must see Ms. Rose for completion of tax and other forms, You must complete all forms for funding including those for establishing a tax ID #.

_You will not be paid until all forms have been filled and submitted._

Student Services Staff

► Graduate Program Director
Dr. Mohamed Samir Hefzy (NI 4056 – x 8234)  (mohamed.hefzy@utoledo.edu)

- Initial advisor to all new students (except RAs)
- Determines all TA duties, evaluates TAs
- Approves plans of study/certifies graduation
- Approves practical training requests
- Authorizes program changes
- Other graduate program issues
Faculty

► **Academic Advisors**
  
  • Supervise graduate research
  • Approve plans of study
  • Approve changes to plans of study
  • Award RAs

Faculty

► **Computational and Experimental Thermal Sciences Focus Area**
  
  - Dr. Anju Gupta (new faculty)
  - Dr. Sorin Cioc
  - Dr. Duane Hixon (focus group leader)
  - Dr. Chunhua Sheng
  - Dr. Hossein Sojoudi
Faculty

► Materials, Mechanics and Design Focus Area
  - Dr. Meysam Haghshenas (new faculty)
  - Dr. Ala Qattaqi (new faculty)
  - Dr. Halim Ayan
  - Dr. Lesley Berhan
  - Dr. Mohammad Elahinia (department chair)
  - Dr. Nicoleta Ene
  - Dr. Mohamed Samir Hefzy (graduate director and focus group leader)
  - Dr. Brian Trease

Faculty

► Manufacturing Processes and Systems Focus Area
  - Dr. Meysam Haghshenas (new faculty)
  - Dr. Ala Qattaqi (new faculty)
  - Dr. Hongyan Zhang (focus group leader)
  - Dr. Matthew Franchetti
  - Dr. A. H. Jayatissa
  - Dr. Ioan Marinescu
WHY ARE WE HERE?

► Graduate Student Goals
  • Better job opportunities

► College Goals
  • To be a transformative force of the world
  • To be a venue for instructional & scholarship excellence
  • Research mission is very important at the graduate level
  • As graduate students, every one of you must contribute to the research and scholarship mission of the college

  • WE NEED THE BEST FROM YOU!
  • You are expected to start your research during the 1st semester. This means selecting an advisor in the first few weeks.

Graduate Student

► Proactive learner vs. reactive learner

► Primary responsibility for your own education

► A full-time job
  ► Greater than 40 hours/week
  ► Working weekends and late nights

► Open-ended, varies with the student and the project
  • Over when you complete your course and research requirements
Graduate Student Duties

- Select and register for classes based on approved plan of study.
- Select an advisor by end of fall term at the latest. Submit advisor selection form to Dr. Hefzy and/or to Ms. Debbie Kraftchick.
  - https://www.utoledo.edu/engineering/mechanical-industrial-manufacturing-engineering/graduate/advisorandfocusgroup.html
- Fill out a plan of study before the beginning of the 2nd semester.
- If a Teaching Assistant, must take the ITA speaking test.
- Attend Graduate Seminar.
- Keep your Thesis Advisor informed on your progress.
- Satisfactory progress in research is a requisite for continued financial support (assistantship).

Graduate Programs

- MS (MSIE & MSME)
  - Thesis and Project options
    - 30 semester credit hours
    - 9 hours of thesis or 6 hours of project
    - If you receive TA or RA funding from the MIME department you must do a thesis. In this case, you cannot switch from the thesis option to project or coursework only options.
    - If you receive TS support from the MIME department you must do a project. In this case, you cannot switch from the project option to coursework only option.
  - Coursework only option
    - 30 semester credit hours

- PhD
  - Minimum requirements: 60 semester credit hours beyond MS.
Graduate Programs: MS Project vs MS Thesis

MS Project:

- Project is an engineering activity that:
  - Makes a contribution to the field of engineering.
  - Develops new engineering data.
  - Requires new engineering analysis.

- Project may be related to work experience, or industrial practice.

MS Thesis:

- A research-based degree. Normally takes about 4 to 5 semesters to complete.

MS Degree

- Mathematics: 3 credits
  - From list of approved courses

- Focus area core courses: 6 or 9 credits
  - Only approved courses

- Elective courses:
  - Focus area electives
  - From list of approved courses with approval of advisor
    - 9 or 12 credits: thesis option
    - 12 or 15 credits: project option
    - 18 or 21 credits: coursework only option

- All the above must be advanced level courses: 6000 level, 5000 level less common

- Thesis research: 9 credits

- Project research: 6 credits
PhD Degree

• Research-Based Degree
  - Novel contribution to the state of the art in engineering
  - Results of research should be suitable for publication in peer-reviewed journals
  - Often takes 4 to 5 years.
  - Must pass focus area PhD qualifying examination in Spring semester
    - Expected within 1st year in program
    - If failed once, may petition for a retest one year later, if petition is granted.
  - No specific topic requirements (other than core and math requirements, if not taken already), but courses must be approved by advisor
  - 15 credits minimum advanced coursework
    - Planned for Ph.D. research (consult your advisor)
    - Preparation to take Ph.D. qualifying exam in spring semester

• Dissertation Research: 45 credits minimum

PhD Degree

• Qualifying Exam
  - Must be taken in Spring semester
  - Advanced (senior) undergraduate level and/or first year graduate level

• Dissertation Proposal
  - A definite project identified and substantial preliminary research work done. This includes literature survey, plan of tasks, feasibility study

• Dissertation Defense
  - Write dissertation and defend it in open forum
  - Significant, consequential, original
Advanced Graduate Courses

- Typically at 6000/8000 levels
  - MS students – 6000 level
  - PhD students – 8000 level

- Equivalent courses
  - Might be numbered at a lower level but considered equivalent to MIME 6000/8000 level courses
  - Consult your advisor

- MS program advanced course requirement
  - 12 credits (core, approved math or elective) at 6000 level

Plan of Study

- A “Roadmap” of Graduate Program
  - List of all courses taken or to be taken
  - Must be approved by advisor, Graduate Program Director, Associate Dean of COE Graduate Studies, and College of Graduate Studies

- When to File
  - As soon as possible but not later than beginning of Spring semester

- Where to File
  - Office of the Department Associate Director of Student Services

- Benefits
  - Registration without additional advisor’s approval
  - Prevent having to take additional courses to meet degree program requirements
  - Timely planning and approval of program
Registration

• Requirements for Supported Students
  - All MS and PhD students who receive full-time support including TA and TS must register for 9 credit hours during each of the fall and spring semesters.

• Graduate Seminar MIME 6930-001 CRN # 43011 or MIME 8930-001 CRN # 40674
  - Attendance required.
  - Notification of time and location by email

- PhD students:
  - You may register for independent research MIME 8900 (3 credits).
  - Use your advisor’s section number.
  - If you do not have an advisor, register MIME 8900-080, and prepare a thesis proposal paper by December 1st and submit it to your advisor.

Registration Forms

• Course Request Form
  - Needed only for the first term. Thereafter, use web registration by accessing the myUT portal.

  - Course Request Form needs the advisor’s signature

  - Course Request Forms are needed for thesis or dissertation registration.
Registration Process

• Where to register?
  - Registrar’s Office – Rocket Hall

• What documents needed?
  - Completed and signed “Course Request Form” and “Seminar Request Form”, if any

• Instructional Fee Credit?
  - Tuition credit given automatically to supported students. It takes time for instructional fees to be credited to students’ accounts. Supported students need to pay all other fees to avoid monthly late payment fees of $100.00.

• Late Registration fees?
  - Register prior to the 1st day of the semester to avoid late registration fees that range from $50.00 to $500.00 depending on how late you register.

Fees and your responsibility

❖ You are responsible for ensuring that all fees are paid in a timely manner.
❖ Tuition payment (GA/RA) covers instructional fees only.
  ▪ Scholarship cannot be applied to
    ✓ Courses that you do not take for a grade (*i.e.* audits) and undergraduate courses.
    ✓ Courses in which you earn less than a C.

  ▪ All students receiving any form of assistantship are expected to be enrolled full-time.
    ✓ Normally 9 hours for full GA

The College of Engineering is not responsible for drop charges or other charges associated with student’s enrollment errors. You are responsible.
Health Insurance

https://www.utoledo.edu/depts/hr/benefits/student/pdfs/19-20-student-health-plan.pdf

https://www.utoledo.edu/depts/hr/benefits/student/graduate-plan.html

ENROLLMENT DEADLINE

• The enrollment period for fall semester 2019 runs through Monday, Sept. 30

• If you are a student mandated to have healthcare coverage and so are automatically enrolled in the Student Health Plan (refer to Who is Eligible? below), you may waive coverage by providing proof of coverage by a comparable plan. The deadline to waive coverage also is Monday, Sept. 30.

• https://www.utoledo.edu/depts/hr/benefits/student/

Other Fees (This is not an exhaustive list)

- Mandatory fees
  - Engineering Technology Fee ($17.50/credit hour)
  - Engineering Infrastructure Fee ($25.00/credit hour)
  - General Fee ($50.84/credit hour)
  - Graduate Misc Student Services Fee ($15.43/credit/hour)
  - Health Insurance ($1,121.00 for fall 19 semester)

- One time fees
  - Matriculation fee ($30.00 first term only)
  - Orientation Fee ($100.00 first term only)
  - Rocket ID Card ($35.00)

- Other fees
  - Parking fee
  - International Student Service Fee ($50.00/semester)
  - Legal Service Fee ($10.00/semester - waivable fee)
  - Student Green Fund ($5.00/semester - waivable fee)
  - Late registration fee (next slide)
**Late Registration Fees**

- Prior to the 1st day of the term, no late registration fee.
- The 1st through 3rd day of the term: $50
- The 4th through 15th day of the term: $100
- The 16th day through the last day of the term: $200
- After the last day of the term: $500

**Dropping Courses**

- Dropping a course usually incurs charges – that you are responsible for!!
  - 0% charge: Drop by Friday, August 30, 2019
  - 20% charge: Drop by Friday, September 6, 2019
  - 40% charge: Drop by Friday, September 13, 2019
  - 60% charge: Drop by Friday, September 20, 2019
  - 100% charge: Drop after Friday, September 20, 2019
How to add a course

- **Before 08/30/2019**
  - Use the myUT portal or Rocket Solution Central, Rocket Hall 1200
  - You need to obtain instructor’s signature and complete the registration form and return it to Rocket Hall 1200 if you will register for a special section or the section is closed or you do not satisfy the pre-requisites

- **By 09/06/2019 and after 08/30/2019**
  - Only Rocket Solution Central, Rocket Hall 1200
  - You need to obtain instructor’s signature

- **After 09/06/2019**
  - Only Rocket Solution Central, Rocket Hall 1200
  - You need both instructor’s signature and the signature of the Associate Dean of Graduate Studies of the College of Engineering

How to drop or withdraw from a course

- **Last day to drop:** Monday, September 9, 2019:
  - The myUT portal or at the Rocket Solution Central (RSC), Rocket Hall 1200

- **Withdrawal begins September 10, 2019**

- **Last day to withdraw:** 11/01/2019
Registration Example –
Computational and Experimental Thermal Sciences

- Core
  - Computational Fluid Dynamics I (MIME 6440-001 CRN # 55312 or MIME 8440-001 CRN # 55313)
  - ST: Intermediate Fluid Mechanics and Heat Transfer (MIME 6980-001 CRN # 55261 or MIME 8980-002 CRN # 55799)

- Engineering Mathematics
  - Advanced Engineering Mathematics I (MIME 6000-001 CRN # 55604 or MIME 8000-001 CRN # 55608)

- Electives (a listing of electives is provided on a separate sheet)

Registration Example –
Mechanics, Materials and Design

- Core
  - Advanced Mechanics of Materials (MIME 5300-001 CRN # 55603)

- Engineering Mathematics
  - Advanced Engineering Mathematics I (MIME 6000-001 CRN # 55604 or MIME 8000-001 CRN # 55608)

- Electives (a listing of electives is provided on a separate sheet)
Registration Example – Manufacturing Processes and Systems

• Core
  ➢ Design of Experiments (MIME 6720 001 CRN # 55606 or MIME 8720 001 CRN # 55611)

• Engineering Mathematics
  ➢ Advanced Engineering Mathematics I (MIME 6000-001 CRN # 55604 or MIME 8000-001 CRN # 55608)

• Electives  (a listing of electives is provided on a separate sheet)

Resources

► Student Self Service  (http://myut.utoledo.edu)

► MIME graduate student handbook

(IS BEING UPDATED)

► Student Services
  □ Writing Center
    (http://www.utoledo.edu/success/writingcenter/ )

Main Campus
  0130 Carlson Library (Lower Level of Carlson Library)
http://www.utoledo.edu/engineering/graduate-studies/

Other Resources

➤ Office of International Student & Scholar Services (OISSS)
  ➤ Located in Snyder Memorial Room 1000.
  ➤ 419-530-4229
  ➤ I-9’s and other Visa issues

➤ Student Services
  ➤ Medical Center on the Main Campus (419-530-3451)
    http://www.utoledo.edu/healthservices/student/

➤ Student Organizations
  ➤ ASME, IIE, SAE, SWE, GSA, etc.
Other Resources

- Catherine S. Eberly Center for Women
  - www.womenscenter.utoledo.edu

- Student Recreation Center (Main Campus)
  - THE REC
    - http://www.utoledo.edu/studentaffairs/rec/
    - Need a valid UT Student Rocket Card.
    - Intramural events, Fitness Classes.

- University Counseling Center (Main Campus Medical Center)
  - Psychiatry and counseling services
  - All appointments are free and confidential (419.530.2426)

- Student Mental Health and Wellness Services (Kobacker Center on the Health Science Campus)
  - Services are confidential
  - (419.383.3815)

Other Resources

- Computing facilities
  - Computer account available
    - Need to be registered
    - Fees paid.
    - See attendant in NI 1013, at least 24 hrs after registering and paying fees.
  - Account includes e-mail access

- MIME Graduate Director
Toledo is going to be your home for the next few years.

Learn about the University of Toledo traditions:  http://www.utoledo.edu/traditions/

- Fight-Song
- T-O-L-E-D-O
- Homecoming
- Rocksly - Rocky

We are all here for you to have a good experience

Learn about different cultures and study

Make your family proud of you

Graduate in time
谢谢
Xièxiè
şekkür ederim
Ευχαριστώ
charistó
Gracias
Asante
dhanyabad
Eυχαριστώ
etcharistí