AsE/EM NEW GRADUATE STUDENT ORIENTATION

Fall 2007
Prof. Paul D. Orkwis
Director of Graduate Studies
AsE&EM

September 13, 2007
Agenda

- People
- Procedures
- Financial Aid
- Registration
- MS Program Requirements
  - Special Notes for GE Students
- Ph.D. Requirements and Qualifying Exam
- Graduate Students Association
People

AsE&EM DoGs

Prof. Paul D. Orkwis
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Ms. Julie Muenchen
Graduate Coordinator AsE&EM
CoE Office of Graduate Studies
701 ERC
556-0635
Julie.Muenchen@UC.Edu

CoE

Ms. Brenda Smith
AsE&EM Secretary
745 Baldwin Hall
556-3548
Brenda.Smith@UC.Edu

AsE&EM
All Students

- **Grad student mailboxes** are in 745 Baldwin
- **Email/internet access** – go to OCC 636 ERC. Notify Grad Coordinator and Department Secretary of email address. Communication is via email.
- **Desks** for GA/RA only. Assignments emailed ASAP. Office keys obtained via Brenda.
- **Program of Study** – Turn in by 12/1/7 – Forms are on-line. Update as required (not set in stone!). Use pdf form.
- **Permanent Advisor** – Choose as soon as you can. Notify the graduate coordinator by submitting form.
- **Complete** the tax forms with Ms. Leva Wilson (745A Baldwin) if awarded an Assistantship.
Note on Choosing an Advisor

- Choice of Advisor is up to the student, but…
  - RA Support is tied directly to a professor’s research grant, changing advisors means you lose that support
  - GA Support is not tied to an advisor unless it is supplemented, a.k.a., a ½ and ½ GA
- I suggest…you find the research you want to do and be honest about your interests with all involved.
- Check the faculty websites for a quick screen…but beware, they are notoriously out of date!
International Students

- **Check in** first with the International Student Services Office (7148 One Edwards Center).
- **Sign in** with graduate coordinator (Ms. Muenchen) in 701 ERC
  - Submit final transcript listing degree.
  - **Notify** Ms. Muenchen of your social security and student I.D. numbers (update if they change).
- **Take Oral English Proficiency Exam.** Must take 2 times per year until passed. Courses in English as a Second Language are offered.
  - Pass required to work as lab GA or teach recitation
Financial Aid/GAs

- GA – graduate assistant – department support incurs a department teaching/grading assignment (expect it by 2nd week) and a research assignment
- RA – research assistant – research-based support incurs a research assignment
  - Both fill out and return quarterly reports of their activities
  - Must be signed by both academic (research) advisor and departmental supervisor.
Financial Aid (cont’d)

- Leva Wilson or Brenda Smith to start payment and for help if there is a problem – pay handled at the dept. level.
- Paychecks in your mailbox on first day of each month or closest previous business day.
- Financial aid for **next year** must be requested in February even if you have a multi-year offer. Email reminder in January.
- Annual Review form **must be turned in by April** for financial aid consideration (GA/RA/UGS). Forms emailed in Winter Quarter.
(At present) all students receive UGS tuition scholarship plus general fee payment.

- Does not include health insurance/computer fees
- Comes from department allocation of real funds, i.e., it is a limited resource
  - Available a MAXIMUM of 4 quarters for MS
  - Available a MAXIMUM of 6 quarters for Ph.D. with MS
  - Available a MAXIMUM of 10 quarters for Ph.D.
- Must maintain full time status
- Will be suspended if student is not following PoS or has not submitted it or is deficient in GPA.
Financial Aid (cont’d)

- Department GA support
  - 1st year students, 2nd year not likely
  - Approximately $1833 per month for 9 months
  - Department commitment of 10 hours per week
  - Research commitment of 9 hours per week

- Research support
  - Grant based research
  - Typically 12 month appointments

- ½ and ½ support
  - Departmental and research commitment
Financial Aid (cont’d)

- Maintaining Support
  - GPA ≥ 3.0
  - Make progress in your research and faithfully perform your departmental duties
  - File quarterly progress reports and annual report on time with signatures!
  - Request aid for next year in February by deadline
  - Keep your Program of Study up to date
Registration

- Must register for 15 credits each quarter (ex. Summer) to be a full-time student.
- Course requirements on dept. website.
- Meet with your advisor before registering!!!!
  - Fill out a Program of Study at this time.
- EGFD courses offered by AsE and MINE count as AsE courses.
- Audit/UG/ESL courses do not count toward degree.
  - UG/ESL do count toward registration requirement
  - Audit do not count toward anything
## Example Loads

<table>
<thead>
<tr>
<th>Regular Student</th>
<th>GE Student</th>
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<tbody>
<tr>
<td>4 academic classes</td>
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<tr>
<td>12 cr</td>
<td>15 cr</td>
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<tr>
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<td>Seminar*</td>
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<tr>
<td>3 cr</td>
<td>1 cr</td>
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<tr>
<td>Seminar</td>
<td></td>
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<tr>
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<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
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<tr>
<td><strong>16 cr</strong></td>
<td><strong>16 cr</strong></td>
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</table>

Talk with your advisor to define a program that is right for you!
General Degree Requirements

- See department website for course requirements.
- Minors
  - Other AsE&EM major area - automatic
  - Others – Graduate Committee permission (by petition)
- Out of department credits are limited
  - 9 MS, 12 beyond MS, 21 max for Ph.D.
- Graduation
  - Degree requests submitted on-line beginning of the graduating quarter – deadline – No Request/No Degree
  - Register for at least 1 credit in the year you plan to graduate
# MS Specific Requirements

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<tr>
<th></th>
<th>Major</th>
<th>Minor</th>
<th>Math</th>
<th>Tech Elective</th>
<th>Research</th>
<th>Seminar</th>
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<td>12</td>
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<td>15</td>
<td>3‡</td>
<td>3</td>
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</table>

† - 20-AEEM-970

- GE Advanced Course students required to take 2 cr.only
MS Specific Requirements (cont’d)

- **Minimum Academic Performance - Dismissal**
  - GPA < 3.0 (courses only, Pass/Fail for research)

- **Thesis Defense and Submission**
  - Note early deadlines for approval (not just submission)
  - Forms from Ms. Muenchen – scheduling and passing oral defense
  - Committee signatures required
  - Submit to Office of Research and Advanced Studies

- **Nonthesis Submission**
  - Note early deadlines for approval (not just submission)
  - Forms from Ms. Muenchen – signed by 2 faculty members
GE Advanced Course Students

- A+B course = 15 credits
  - 3 Math, 9 TE, 3 Minor or TE
- 2 Credits of Department Seminar
- Thesis or Minithesis still required
- Minithesis policy must be followed (on-line: Note the timeline)

- Required courses offered in Autumn/Winter

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<th>D&amp;C</th>
<th>S&amp;S</th>
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<td>EGFD 615 Modern Cntl</td>
<td>EGFD 701 Elasticity 1</td>
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<td>AEEM 601 Adv Stren.</td>
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<td>AEEM 681 Mech Str</td>
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<td>Winter</td>
<td>AEEM 641 In. Comp Flow</td>
<td>AEEM 603 Ana. Dyn 1</td>
<td>EGFD 702 Elasticity 2</td>
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<td></td>
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<td>EGFD 705 FET 1</td>
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PhD Specific Requirements

- 135 credits beyond BS or 90 past MS
- 3 credits seminar
- Residence requirement – 12 gr cr for 3 out of 5 consecutive quarters
- Forms from Office of Research and Adv. Studies for scheduling, acceptance of dissertation
- Request for degree forms - online
- GPA < 3.0 – dismissal from program

<table>
<thead>
<tr>
<th>Past BS</th>
<th>Major</th>
<th>Minor</th>
<th>Math</th>
<th>TE</th>
<th>Research</th>
<th>Seminar</th>
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<td>12‡</td>
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</table>

‡ - 45 credits of Research (20-AEEM-970)
‡ - Previous MS counts as 30cr coursework, 15cr research
- At least 18 credits at 700 level or above
Doctoral Qualifying Exam

- GPA $\geq 3.0$ overall, $\geq 3.0$ in major
- Faculty must sign as potential dissertation advisor – does not guarantee financial support
- Written and Oral Exams
- Written Exam must be passed within 2 years of entering Ph.D. Program. **Maximum 2 attempts to pass.**
- Written is offered in Autumn and Spring
- Exam covers BS/MS entry level fundamental questions
- Exam is now open book, 8 hours in length
- 3 questions in Major area, 1 question in Math related to the Major area. **Must pass 3 out of 4.** Topics are on-line
- Exams written and graded by major area faculty
EM Doctoral Qualifying Exam

- Identical to AE or...
- Modified Exam is Possible
- Choose an AE major exam and replace 1 question with an EM specific question.
- Petition must be submitted 1 year in advance!
  - Modified Topic List must be approved by GC.
  - Major area will determine which question on exam is replaced.
  - GC will determine which AsE&EM faculty prepares the question.
Doctoral Oral Exam

- Must pass written exam first.
- Advisor assigns reading material in area.
- Student prepares a written summary.
- Student presents summary orally to faculty.
- Student is examined orally on summary and related topics in major.
- All faculty are invited, all major area faculty expected to attend. At least 3 faculty must attend, at least 2 in the major area.
- All faculty vote on outcome.
- Results: pass, conditional pass, retake oral only, retake entire exam.
Doctoral Candidacy

✦ Coursework completed
✦ Qualifying exams passed
✦ Dissertation proposal accepted
  ■ Must occur at least 1 year prior to graduating
✦ Ph.D. Time Limitations: 9 years total
  ■ 5 years to candidacy
  ■ 4 years as a candidate
Summary

- Good luck!
- Work hard!
- Keep a positive attitude!
- Achieve greatness!
Aerospace Engineering
Graduate Student Association
(AsE GSA)
Aerospace Engineering Graduate Student Association (GSA)

- The Graduate Student Association (GSA): Representative body of the Aerospace Department graduate students
- Serves as a resource and proponent for graduate student issues and academic matters
- Here to provide assistance to graduate students in terms of questions regarding paperwork, course requirements, complaints, and helping with the transition to UC/Cincinnati
- Buffer between the Aerospace Department students and the parent body, the Graduate Student Governance Association (GSGA): www.uc.edu/gsga
Office Bearers of Aerospace Graduate Student Association (GSA) for academic year 2005-2006

- **President:** Nicholas Caldwell  
  - E-mail: caldwen@email.uc.edu

- **Vice President:** Naveen Katragadda  
  - E-mail: naveen_vamsi@rediffmail.com

- **Treasurer:** Jaychandran Kamaraj a.k.a JC  
  - E-mail: k_jchandran@yahoo.com

- **Secretary:** Jon Ratzlaff  
  - E-mail: ratzlajr1@fuse.net
What does GSA do?

- **Academic**
  - Assist students with conference travels
  - Travel grant to conferences - $400 per student per year if he/she is a presenter - details in GSGA website
  - If there is interest, money can be provided through GSGA to organize educational trips to places of academic interest or invite speakers to lecture

- **Non-Academic**
  - Have a quarterly meeting with free pizza and drinks.
  - Meet fellow graduate students.
GSGA Meetings

- Every month there is a GSGA meeting – 1st Wednesday of every month. Attendance of all the associated departments is required in the meetings.
- If any department GSA misses 3 meetings, the group is deactivated for the rest of the academic year. President always attends, but everyone is welcome.
- Chance to be actively involved in university graduate student matters, including wages, employment, health insurance, foreign student affairs, etc.
- University President Zimpher attends many meetings and discusses what she is trying to do to improve the university.
Get Up and Go

- The GSGA is involved in a local high school tutoring program called ‘Get Up and Go’
- Need volunteers to help tutor high school students in math, foreign languages, etc
- In exchange for tutoring, each GSA gets financial compensation proportional to the number of hours volunteered
Enjoy!

- If you need any help, feel free to stop by my office or give me a call:

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caldwen@email.uc.edu