

GRADUATE STUDENT HANDBOOK

Vol. I. Master Programs (MS and ME)



**Department of
Civil and Environmental Engineering**
College of Engineering and Technology
Old Dominion University

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(Source: 2006-2008 ODU Graduate Catalog)

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1. INTRODUCTION

1.1 Welcome

Welcome to the graduate program of the Department of Civil and Environmental Engineering at the College of Engineering and Technology. As a graduate student here, you are a vital part of our department and college, and we feel it is important that you thoroughly understand your role. There are many sources of information designated to guide you through your program. Primary among these are your Graduate Program Director and Faculty Advisor. This guide and the University Graduate Catalog are sources with which you should become very familiar. This guide is meant to supplement the University Graduate Catalog, never to supersede it. The Graduate Catalog should be considered the authoritative source of written university policy.

1.2 Degree Programs Offered

The following degrees are offered in the Department of Civil and Environmental Engineering:

Master of Engineering (M.E.) in Civil Engineering
Master of Science (M.S.) in Civil Engineering
Doctor of Philosophy (Ph.D.) in Civil Engineering

Master of Engineering (M.E.) in Environmental Engineering
Master of Science (M.S.) in Environmental Engineering
Doctor of Philosophy (Ph.D.) in Environmental Engineering

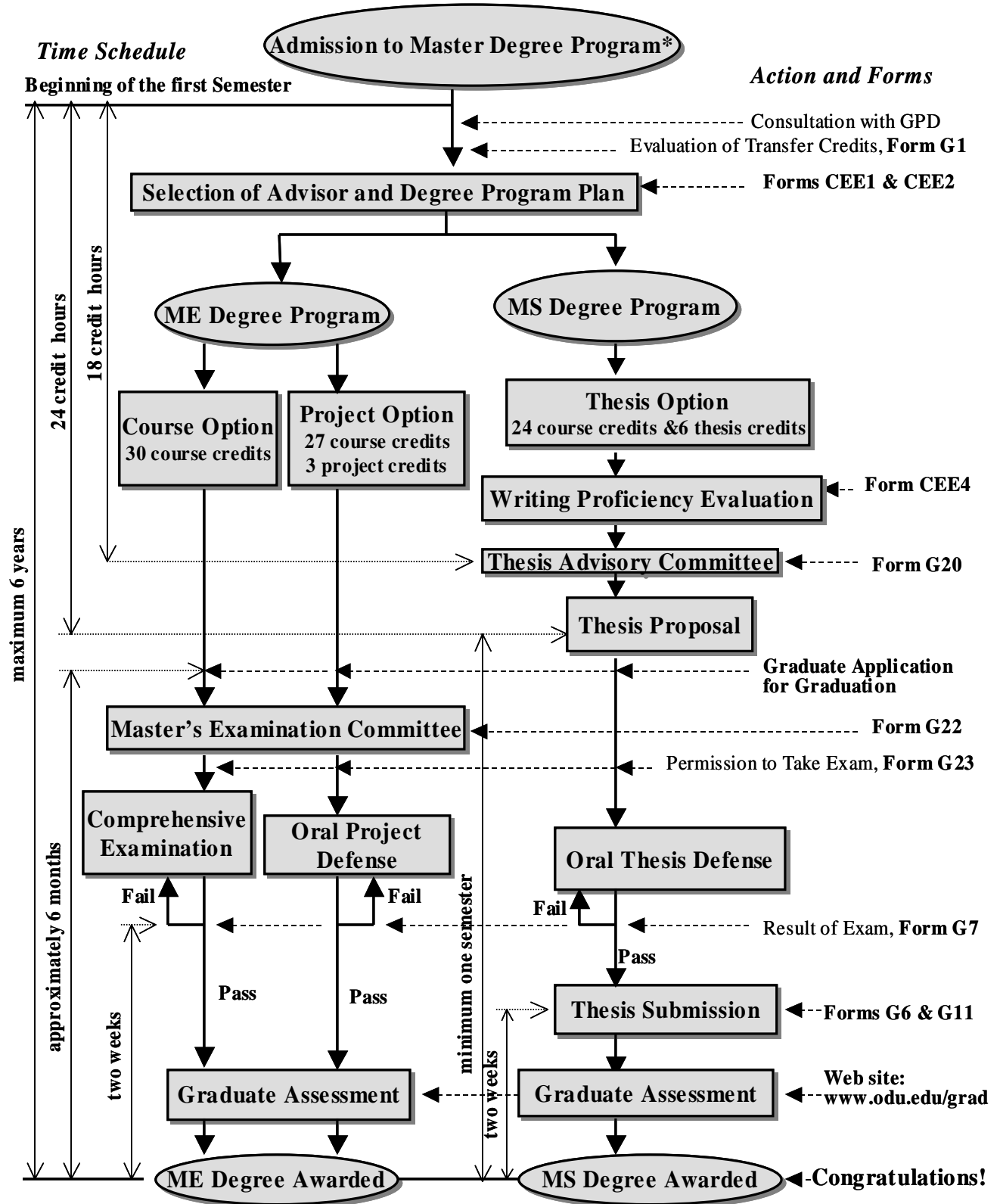
1.3 Program Guideline Charts

A simple flow chart diagramming graduate study is shown on Page 2 for the Masters program. After entering the program, follow the appropriate chart carefully, and check your progress in the chart until successful completion of the program. Necessary forms (Departmental-CEE, College-BCET, and University-G) to be processed are listed alongside with key time schedules. These forms are included in the Appendix.

1.4 Writing Proficiency Policy

The CEE Department Policy on Writing Proficiency (adopted October 2004) is “Writing skills will be evaluated by the faculty advisors in their early stage of study. If deemed deficient, the student will be required to work with the advisor or attend training sessions provided by the University’s Graduate Writing Assistance Program (Room 311, BAL, amurphy@odu.edu, <http://al.odu.edu/wts/>) or other programs to improve their writing skills.”

Master Program Study Guideline



* Provisional admission status must be removed before the graduation (Form G2)

2. STUDENT STATUS

2.1 Admission Status

While a graduate student in the Department of Civil and Environmental Engineering at the College of Engineering and Technology, you will be placed in one of three categories:

1. Regularly admitted graduate student,
2. Provisionally admitted graduate student
3. Non-degree seeking graduate student

2.2 Regular Admission

Before you obtain a degree, you must be in category 1. To be placed in category 1, you must have applied to your degree program, met all admission requirements and received a letter stating that you have been accepted into the degree program as a regular student. For a description of admission requirements for the Civil and Environmental Engineering program, see the ODU Graduate Catalog 2006-2008, p. 172 and p.176.

2.3 Provisional Admission

After applying for admission to your program, you may receive a letter which states that you have been accepted as a provisional student in your degree program. The letter describing the conditions of your acceptance into the program should describe the level of performance you must achieve or required prerequisite courses. On your initiative, when you believe you have met the conditions stated in the letter you should meet with the Graduate Program Director to determine if you are ready to apply for change of status to regular student. If the Graduate Program Director believes that you have met the required conditions, he will initiate the request to have you moved to regular student status by submitting the Notice of Change of Status (Graduate Form 2). Without being admitted to regular student status, you cannot be certified for graduation.

2.4 Non-degree Status

If you are taking graduate courses in the College but have never been accepted into a degree program, you are in category 3. If you intend to apply for a degree program at some time, you must remember that you can transfer no more than 12 hours of credit (with a grade of B or above) taken in a non-degree status to a degree program (ODU Graduate Catalog 2006-2008, P. 26).

3. MASTER'S DEGREE PROGRAM

3.1 General Rules and Procedures

3.1.1 Transfer Credits A maximum of 12 semester hours of graduate credit may be transferred into a graduate degree program from another accredited institution. *In addition, up to 12 credits from non-degree graduate status at Old Dominion University may be transferred upon the approval of Graduate Program Director.* Transfer credit will be given only for those courses that are certified as being applicable toward a comparable degree or certificate at the institution that offered the courses and that were completed with a grade of B or better. You may earn a maximum of six semester hours through experiential learning mechanisms. The credits earned through experiential learning mechanism are included in the maximum number of transfer credits allowed at Old Dominion University (ODU Graduate Catalog 2006-2008, p.50 and *revised effective Fall 2007*).

A student who wishes to transfer credit earned prior to admission to a degree program at Old Dominion University must submit a special request for evaluation of transfer credits through the Graduate Program Director to the Office of Admissions (use Graduate Form 1). Following admission to the degree program, the student should obtain written permission from the Graduate Program Director before registering for a course at another institution with the intent to transfer the credit for that course into a graduate degree program at Old Dominion University. In no case is a transfer of credit final without the signed approval of the Graduate Program Director and the Academic Dean on the Evaluation of Transfer Credits form (Graduate Form 1). See the details of transfer credits in the ODU Graduate Catalog 2006-2008, p. 50.

3.1.2 Course Load The minimum load for a full-time graduate student is 9 graduate credit hours per semester. No more than 12 hours per semester may be carried without the permission of the Graduate Program Director. In the summer sessions 6 credit hours constitute a full load. Graduate students with teaching or research assistantship with 20 hours per week shall register at least 6 hours (three hours for summer) (ODU Graduate Catalog 2006-2008, p. 43).

3.1.3 Time Limit All requirements for a master's degree must be completed within a six-year period. Students whose graduate study is interrupted by military service will be granted an extension of time for the period of their military service, not to exceed five years (ODU Graduate Catalog 2006-2008, p. 46). If any of your credits granted toward your degree will be older than the time limit (6 years) at the time of graduation, those credits must be validated by an examination (Graduate Form 5). See the detail on Policy on Validation of Out-of-Date-Graduate Credit in ODU Graduate Catalog 2006-2008, p.44.

3.1.4 Probation and Suspension From Graduate Studies You will get a probation or will be suspended from graduate studies if you fail to satisfy the graduate continuance requirement set by the University for good academic standing (see ODU Graduate Catalog 2006-2008, pp. 44).

3.1.5 Selection of Advisor After the admission to the Master's program, you consult with the Graduate Program Director about initial course work. However, all students who have been admitted in regular or provisional status will be assigned an Academic Advisor before the completion of nine credit hours of graduate course work. The student can select his/her Academic Advisor among the certified graduate faculty of the Department. The faculty member selected will be appointed as Academic Advisor if he/she agrees to serve in this capacity (see Form CEE1). The Graduate Program Director has the final authority on assignment of advisors to graduate students (ODU Graduate Catalog 2006-2008, p. 46).

3.1.6 Program of Study Prior to completion of 12 semester hours, with your advisor, you will fully plan your degree program. Since successful progress in your degree plan for your degree program depends on initial planning, you should consult the Graduate Program Director or Advisor before you register for your first semester. During your first semester you should develop, with your advisor, a complete curriculum plan for your degree program

and have it approved by the Graduate Program Director (Form CEE2). The plan shall be updated when necessary(ODU Graduate catalog 2006-2008, P. 46)

3.1.7 Application for Graduation A formal application for the expected degree must be made in the Office of the Registrar five to six months prior to the expected date of graduation. The application deadlines are listed in the table below.

Anticipated Graduation Month	December	May	August
Application Deadline	3rd Friday in July	2 nd Friday in Nov.	2 nd Friday in April

Graduate Application for Graduation form may be obtained from the Office of the Registrar or downloaded at <http://www.odu.edu/ao/affairs/graduatestudies/gradforms.htm>. If you fail to graduate in the planned semester, this application form, in general, will roll over and be effective for the next two semesters. Therefore, you do not need to file this form again for an additional two semesters. Beyond the third semester, you must reapply.

3.1.8 Registration after All Course Work Students who have completed all course work but are working during a given semester to complete other outstanding degree requirements (e.g. comprehensive examination, thesis, removal of an I or II grade) or wish to use University facilities and/or consult with faculty must be registered for at least one credit hour during that semester. Register for CEE 698 for continued project work, CEE 699 for continued thesis work, or CEE 999 (ODU Graduate Catalog 2006-2008, P. 43).

3.1.9 Final Semester Registration One-hour registration (CEE 698, CEE 699, or CEE 999) is required for all graduate students to maintain active status during the final semester prior to graduation if you are not formally enrolled in course work (ODU Graduate Catalog 2006-2008, p.43)

3.1.10 Graduate Assessment Old Dominion University has developed an institution-wide plan to assess the quality of its graduate academic degree programs (ODU Graduate Catalog 2006-2008, p. 46). During your final semester, you will be required to visit at <http://www.odu.edu/ao/ira/assessment/graduate.shtml> to complete a survey on your satisfaction with your academic program, as well as support services and other aspects of the University. You must complete the survey to receive your diploma or transcripts. Your responses will be used to improve teaching and learning in our graduate programs.

3.2 Degree Requirements

3.2.1 MS and ME Degree Requirements in Civil Engineering and Environmental Engineering (except Transportation Engineering concentration) The Department offers Master of Science (M.S.) and Master of Engineering (M.E.) degrees both in Civil Engineering and in Environmental Engineering. The M.S. requires twenty-four credit hours of graduate course work and six credit hours of thesis research. The student must also pass an oral thesis defense examination. Project and course options are available for students who wish to pursue a M.E. degree. The project option requires twenty-seven credit hours in graduate course work plus a three-credit-hour project. The student must pass an oral examination on his or her project. The course option requires thirty credit hours of graduate course work and the student must pass a final comprehensive examination covering the entire program of study. The comprehensive examination is oral for the M.E. degree in Civil

Engineering, and it is written for the M.E. degree in Environmental Engineering. Course selection will be made in consultation with your academic advisor and/or the Graduate Program Director. The required courses for various Master's degree programs are listed in Table 1. Category A is the group of upper level graduate courses designed for Civil Engineering Programs, while Category B is the one for Environmental Engineering Programs. Category C comprises the lower level Civil and Environmental Engineering graduate courses.

Table 1. Specific Course Requirements for Master's Degrees (except for Transportation Engineering Concentration)

Master of Science Degree (Thesis)	Credit Hours	Master of Engineering Degree (Project Option)	Credit Hours	Master of Engineering Degree (Course Option)	Credit Hours
A for Civil Engineering B for Env. Engineering	12	A for Civil Engineering B for Env. Engineering	15	A for Civil Engineering B for Env. Engineering	15
A, B, C or D	9	A, B, C or D	9	A, B, C or D	9
Thesis	6	Project	3	A or B	3
MATH or STAT	3	MATH or STAT	3	MATH or STAT	3
Total Credit Hours	30**	Total Credit Hours	30**	Total Credit Hours	30

** Note: For MS and ME Project options, no more than 9 credit hours can be at 500level.

Category A (3 credit hours each) – Upper level courses in Civil Engr.

- CEE 612 Prestressed Concrete
- CEE 618 Advanced Structural Analysis
- CEE 640 Hydraulic Structures
- CEE 670 Transportation Planning
- CEE 687 Dredging & Beach Engineering
- CEE 710 Structural Dynamics
- CEE 711 Topics in Finite Elements
- CEE 712 Advanced Reinforced Concrete
- CEE 715 Engineering Optimization I
- CEE 716 Finite Element Analysis
- CEE 717 Bridge Structures Design
- CEE 718 Engineering Optimization II
- CEE 719 Inelastic Structures
- CEE 720 Structural Stability
- CEE 721 Plates
- CEE 723 Advanced Soil Mechanics
- CEE 724 Engineering Behavior of Soils
- CEE 725 Advanced Foundation Engineering
- CEE 730 Soil Dynamics
- CEE 741* Open Channel Flow
- CEE 747* Groundwater Flow
- CEE 748* Advanced Hydrology
- CEE 761* Water Resource Systems Analysis
- CEE 770 Transportation Safety
- CEE 771 Transportation Operation II
- CEE 772 Intelligent Transportation Systems
- CEE 773 Transportation Facilities Design
- CEE 780* Advanced Civil Engineering System Design
- CEE 782 Design of Coastal Structures
- CEE 788 Coastal Hydrodynamics & Sediment Transport Processes
- CEE 789 Computational Environmental Fluid Dynamics

Category B (3 credit hours each) – Upper level courses in Env. Engr.

- CEE 650 Pollution Prevention
- CEE 653 Environmental Engineering Law
- CEE 659 Air Pollution Control
- CEE 741* Open Channel Flow
- CEE 747* Groundwater Flow
- CEE 748* Advanced Hydrology
- CEE 751 Physicochemical Treatment Processes

- CEE 752 Biological Wastewater Treatment
- CEE 753 Advanced Processes for Water & Wastewater Treatment
- CEE 754 Environmental Engineering Microbiology (Category B continued)
- CEE 755 Water Quality Management
- CEE 756 Water Quality Modeling
- CEE 761* Water Resource Systems Analysis
- CEE 762 Aquatic Chemistry in Environmental Engineering
- CEE 780* Advanced Civil Engineering System Design
- CEE 790# Civil and Environmental Eng. Experimental Design

Category C (3 credit hours each) – Lower level courses in Civil & Env.

- CEE 511 Concrete Design II
- CEE 512 Structures II
- CEE 516 Wood Structures Design
- CEE 520 Foundation Engineering
- CEE 521 Earth Structures Design with Geosynthetics
- CEE 530 Introduction to Earthquake Engineering
- CEE 540 Hydraulic Engineering
- CEE 546 Urban Stormwater Hydrology
- CEE 547 Groundwater Hydraulics
- CEE 550 Water Distrib. & Wastewater Collection System Design
- CEE 552 Air Quality
- CEE 554 Hazardous Wastes
- CEE 558 Sustainable Development
- CEE 570 Transportation Fundamentals
- CEE 571 Transportation Operation I
- CEE 582 Introduction to Coastal Engineering

Category D – Other graduate courses

Graduate level courses offered from other departments. These courses must be related to the program of study and must be approved by the student's academic advisor.

MATH or STAT Category

CEE 790# Civil and Environmental Engineering Experimental Design; or a graduate level MATH or STAT course.

* Double listings in A and B categories.

Double listings in B and STAT categories

3.2.2 MS and ME Degree Requirements in Transportation Engineering concentration in Civil Engineering The Department offers Master of Science (MS) and Master of Engineering (ME) degrees in Civil Engineering with concentration in Transportation Engineering. The MS program requires twenty-four credit hours of graduate course work and six credit hours of thesis research. The student must also pass an oral thesis defense examination. The ME program requires twenty-seven credit hours in graduate course work plus a three-credit-hour project. The student must pass an oral examination on his or her project. The Table 2 summarizes the requirements in MS and ME degrees in the concentration of Transportation Engineering. Note that the program does not offer ME course option.

Table 2. Specific Course Requirements for Master's Degrees in Transportation Engineering Concentration (Civil Engineering Degrees)

Degrees	MS (Thesis)	ME (Project)
	Credit hours	Credit hours
Core Courses (CEE 570, 571, 670)	9	9
Upper-level Transportation Elective (from CEE 770, 771, 772, 773)	3	3
Stat Course (CEE 790)	3	3
Other Courses (from CEE 770, 771, 772, 773 and other approved electives)	9*	12*
Thesis (CEE 699) or Project (CEE 698)	6	3
Total credit hours	30	30

* no more than 3 credits can be at 500 level

▪ **Core Courses**

CEE 470/570: Transportation Fundamentals
 CEE 471/571: Transportation Operations I
 CEE 670: Transportation Planning

▪ **Upper level Graduate Courses**

CEE 770/870: Transportation Safety
 CEE 771/871: Transportation Operations II
 CEE 772/872: Intelligent Transportation Systems
 CEE 773/873: Transportation Facilities Design

▪ **Required Statistical Courses**

CEE 790/890: Civil and Environmental Engineering Experimental Methods

▪ **Other Approved Electives**

CEE 552: Air Quality
 CEE 558: Sustainable Development
 CEE: 715/815: Engineering Optimization I
 CEE: 718/818: Engineering Optimization II
 ECE 505/MSIM 505: Introduction to Discrete Event Simulation
 ECON 502: Transportation Economics
 ENMA 600: Cost Estimation and Financial Analysis
 ENMA 603: Operations Research
 ENMA 717/817: Cost Engineering
 ENMA 724/824: Risk Analysis

MSIM 601: Introduction to Modeling and Simulation
 PADM 633: Methods of Urban Planning
 PORT 611: International Maritime Transport
 PORT 612: Port Operations and Management
 PORT 614: Port Planning and Economics
 PSYC 870: Human Factors Psychology
 STAT 531: Theory of Statistics
 STAT 532: Sampling Theory
 STAT 535: Design and Analysis of Experiments
 STAT 537: Applied Regression Analysis
 STAT 549: Nonparametric Statistics
 URBN 634: Regional Planning

3.3 Procedures and Rules for M.S. Degrees

3.3.1 Thesis Advisory Committee You must petition the Graduate Program Director to appoint a thesis advisory committee. Use the Thesis Advisory Committee form (Graduate Form 20) for this purpose. This committee will consist of a minimum of three members of the graduate faculty (ODU Graduate Catalog 2006-2008, P. 47).

3.3.2 Writing Proficiency Diagnostic Evaluation Your academic advisor will evaluate your English writing skills in the early stages of your MS program (during the first or second semester). If any deficiencies are found, University Graduate Writing Assistance Program (Room 311, BAL, amurphy@odu.edu, <http://www.odu.edu/al/gwap>) and/or your advisor will assist you in improving writing skills prior to thesis preparation (see Sec.1.4 of this handbook).

3.3.3 Thesis Preparation You shall prepare a thesis upon the guidance of the advisor and thesis committee members. The character of the final work must testify to the distinction of the student and standard of the University (ODU Graduate Catalog 2006-2008, p. 47). For guidelines in the preparation of your thesis you are referred to the "Guide for Preparation of Theses and Dissertations" available at <http://www.odu.edu/ao/affairs/graduatestudies/gradtheses.htm>.

3.3.4 Thesis Defense An essential part of the MS Degree requirement is the successful completion of a thesis defense and submission of the thesis. You must request permission to take this exam using Graduate Form 23.

At least two weeks prior to the proposed date of the thesis oral defense, you should submit four typed copies of the complete thesis to the chairman of the advisory committee.

3.3.5 Final Examination Result The decision as to whether a student has passed or failed the examination will be rendered in closed session by a majority vote of the thesis examination committee (Graduate Form 7). You will be notified immediately of the oral examination results by the committee chair.

In the event you fail this examination you may repeat it once at least four months after the initial examination. If you pass the examination but do not graduate within 12 months you will be required to repeat the examination (ODU Graduate Catalog 2006-2008, P. 46).

3.3.6 Thesis Submission When you pass your oral defense, you shall submit your thesis (including any post-exam corrections) in "final" form to the Dean's Office. The thesis (original copy) must be delivered to the Dean's Office accompanied by the Thesis Acceptance and Processing form (Graduate Form 6) signed by the thesis advisory committee members and Graduate Program Director no later than three weeks prior to the last day of classes prior to graduation. The Dean's Office will review your thesis for errors in grammar and formatting. You should make requested corrections and

resubmit as soon as possible. If the corrections cannot be made before the last day of classes your graduation will be delayed at least another semester.

When the thesis is deemed acceptable, the Thesis Acceptance and Processing form (Graduate Form 6) will be signed by the Dean, and you should submit it according to the instructions in the "Guide for Preparation of Theses and Dissertations" to the Office of Registrar by the last day of classes of the semester in which you plan to graduate.

3.4 Procedures and Rules for M.E. Degrees

3.4.1 Project Option If you are enrolled in Master of Engineering degree project option program, you must complete a Master's Project under the supervision of your advisor. A project report must be produced by you. The format of the report is specified by the advisor.

You are also required to pass an oral project defense examination. You must request permission to take the exam using Graduate Form 23. This examination will be administered no earlier than the last semester of your course work. The examination is administered by a committee of at least three graduate faculty members appointed by the Graduate Program Director after consultation with you and your advisor. Graduate Form 22 is used to appoint this committee. You must provide each member of this committee with a copy of your project report at least one week before the examination date.

Passage of the project defense examination requires an affirmative vote of a majority of the committee members. The Results of Master's Degree Examination or Requirement form (Graduate Form 7) signed by the committee members and the Graduate Program Director must be delivered to the Office of the Registrar two weeks prior to the end of the final semester. If you pass the examination but do not graduate within 12 months you will be required to repeat the examination. In the event you fail the project defense examination you may repeat it once at least four months after the initial examination. At the discretion of the examination committee, you may be required to complete another Master's Project before you become eligible to retake the oral defense examination.

3.4.2 Course Option An essential part of the Master of Engineering Degree requirement for the course option is the successful completion of a comprehensive master's final examination. The final examination is oral for the Master of Engineering in Civil Engineering degree, and it is written for the Master of Engineering in Environmental Engineering degree. You must request permission to take the final examination using Graduate Form 23. This examination will be administered no earlier than the last semester of your course work. Also, it must be first attempted no later than one semester after completing your course work. The oral examination is administered by a committee of at least three graduate faculty members appointed by the Graduate Program Director after consultation with you and your advisor. Graduate Form 22 is used to appoint this committee. The Result of Master's Degree Examination or Requirement form (Graduate Form 7) signed by the committee members and the Graduate Program Director, the form must be delivered to the Office of the Registrar Office two weeks prior to the end of the final semester. It is your responsibility to see

that this schedule is met. Note that this option is not available for Transportation Engineering concentration in Civil Engineering program.

Passage of the final examination requires an affirmative vote of a majority of committee members. If you pass the exam but do not graduate within 12 months you will be required to repeat the exam. In the event you fail this examination, you may repeat it once at least four months after the initial examination. At the discretion of the examination committee you may have to complete additional course requirements before you become eligible to retake the comprehensive examination.

4. FINANCIAL AID

Various types of financial aid are available on a competitive basis for graduate students in Civil and Environmental Engineering. Apply for financial aid by submitting Graduate Form 8 to Graduate Program Director by April 1 for consideration for the Fall semester.

4.1 Graduate Teaching Assistantships (GTA)

There are two categories in graduate teaching assistantship: GTA Instructors and GTA Assistants. GTA Instructors are expected to participate directly in teaching activities including class instructors, laboratory supervisors, recitation leaders and tutors. GTA Assistants do not directly instruct students, rather assist instructors to work as grading, laboratory preparation, etc. The workload for a full-time appointment is normally 20 hours per week on average. The minimum stipend for full-time appointment is \$10,000 for master's students. Part-time Teaching Assistantships may be available also requiring teaching responsibilities of less than 20 hours per week.

To qualify as GTA Instructors, students must pass the Graduate Teaching Assistant Institute prior to their first semester of appointment. Without passing Graduate Teaching Institute, students are not allowed to be a GTA Instructor (ODU Graduate Catalog 2006-2008, p. 40). Prior to attending the GTA Institute, new international assistants must take and pass the SPEAK test administered by the Old Dominion University English Language Center or pass the Institute's re-test. This test measures the oral proficiency in English.

4.2 Graduate Research Assistantships (GRA)

Graduate Research Assistantships may be funded through sponsored research projects. The appointee is expected to participate directly in research conducted by faculty members. The workload for a full-time appointment is normally 20 hours per week on average. The minimum stipend for full-time appointment is \$10,000 for master's students. Part-time Research Assistantships may be available also.

4.3 Enrollment and Registration Requirements

Assistantship recipients are required to be enrolled each semester of their appointment. The minimum credit hour requirement for the recipient to register for and to complete is six hours both for master's students in Fall and Spring semesters. The requirement is three hours in the summer for master's students. Undergraduate prerequisite courses and courses taken as audits are not counted toward the enrollment requirement. Graduate assistants normally may not enroll for more than nine credit hours per semester. Enrollment for 10 to 12 credit hours

requires the approval of Graduate Program Director. No graduate assistant is permitted to enroll for more than 12 credit hours in any semester the appointment is held.

4.4 Unfunded Tuition Scholarships

Unfunded tuition scholarships may be offered to graduate assistants. Students must hold the appointment for more than one-half of the semester with at least \$2,500 support per regular semester or \$1,334 during summer semester to qualify for unfunded tuition scholarship.

At master's level, the unfunded tuition scholarship normally covers the difference between In-State and Out-of-State tuition. In other words, master's level graduate assistants will be responsible for paying In-State tuition regardless of their domicile.

Graduate assistants seeking unfunded tuition scholarships must consult with the Graduate Program Director two weeks before the beginning of each semester to prepare the necessary paper work.

4.5 Outside Employment

Full-time (20 hours per week) graduate assistants are not permitted to accept additional on-campus employment, except under unusual circumstances and only by the approval of the Dean. Any off-campus employment should be undertaken with caution and in consultation with GPD. It should in no way adversely affect academic performance or assistantship duties and responsibilities. International students shall consult the Office of International Students and Scholars Service for international student employment guidelines (See the ODU Graduate Catalog 2006-2008, p.41).

5. INTERNSHIP PARTICIPATION

For international students, who attend school full time, paid internship may be allowed upon the recommendation of the department GPD and the approval of ODU's Career Management Center and/or International Student and Scholar Services (ISSS). However, since none of the department's graduate degree programs require practical training or internship as a part of the curriculum, the department will not recommend any curricular practical training (CPT) application. In addition, internships often interrupt students' work on their thesis, dissertation, or project, and thus result in a lengthy delay of their graduation. Therefore, the department, in general, does not recommend participation in optional practical training (OPT) before their degree completion. Rather, the department recommends that students participate in OPT after obtaining their degrees. Only if the following conditions are met, the GPD may recommend OPT participation while they are pursuing their graduate degrees:

1. An internship offer letter must clearly state the job description for the student and show the merit for the student to gain real world experience beyond the classroom situation in their study field.
2. The student must submit a written detailed time schedule of planned thesis, dissertation, or project work until the completion of the degree and obtain the approval from the academic advisor. If the student fails to meet the scheduled plan, the renewal of internship during the subsequent semester will not be recommended.

3. The academic advisor must submit his/her written evaluation and recommendation to the GPD after reviewing Items 1 and 2 above and consultation with the student. The academic advisor must support the application for the student to receive the GPD's recommendation.

These three conditions will apply also to domestic students who would like to participate in internship programs while they are pursuing their graduate degrees (adapted on 02/16/2006).

APPENDIX

DEPARTMENT, COLLEGE, AND UNIVERSITY GRADUTE FORMS

Department Forms (CEE)

1. Graduate Program Advisor/Change of Advisor
2. Master's Degree Program of Study (M.E. and M.S.)
4. Graduate Writing Proficiency Evaluation Form

University Graduate Forms (G)

The following university graduate forms can be printed from
<http://www.odu.edu/ao/affairs/graduatestudies/gradforms.htm>

1. Evaluation Of Internal/External Transfer
2. Notice Of Change Of Status
5. Validation Of Out-Of-Date Graduate Credit By Examination
6. Thesis/Dissertation Acceptance And Processing
7. Results of Master's Degree Examination Or Requirement
11. Thesis/Dissertation Delivery
20. Thesis Advisory Committee
21. Request For Change In Thesis Advisory Committee
22. Master's Examination Committee
23. Request For Permission To Take The Master's Examination
24. Change From Thesis To Non-Thesis Option
- * Masters/PhD Application for Graduation



Graduate Program Advisor/Change of Advisor

A. Initial appointment of advisor

I hereby request the following faculty to serve as the graduate program advisor for:

_____, _____, _____
(Student name – requested) (student I.D. Number) (Student signature) (Date)

who is enrolled in the _____ Program
(Title of degree program)

_____, _____, _____
(Advisor’s name - agreed to serve) (Advisor’s signature) (Date)

Graduate Program Director’s Approval: _____, _____
(GPD’s signature) (Date)

B. Request to change of advisor

I hereby request to change my advisor from the above faculty member to the following faculty member with reasons listed:

Reason for change: _____

_____, _____
(Student signature - requested) (Date)

_____, _____, _____
(New Advisor’s name - agreed to serve) (Advisor’s signature) (Date)

Graduate Program Director’s Approval: _____, _____
(GPD’s signature) (Date)

Original: Graduate Program Director
cc: Student File



Master's Degree Program of Study

Name : _____
(Last) (First) (Middle)

Student I.D. Number: _____

Title of Degree Program with Option: _____

Semester of Admission: _____

Prerequisite Courses:

<u>Semester, year</u>	<u>Course No.</u>	<u>Grade</u>
.....
.....
.....
.....
.....
.....
.....

Graduate Courses:

(Update if necessary)

<u>Semester, year</u>	<u>Course No.</u>	<u>Grade</u>	<u>Category</u> <u>(A, B, C, D)</u>
1.....
2.....
3.....
4.....
5.....
6.....
7.....
8.....
9.....
10.....

Student's signature and date: _____,

Advisor's approval and data: _____,

GPG's approval and date: _____,



Graduate Writing Proficiency Evaluation Form

CEE Department Policy on Writing Proficiency (October 2004):

“Writing skills will be evaluated by the faculty advisors in their early stage of study. If deemed deficient, the student will be required to work with the advisor or attend training sessions provided by the University’s Graduate Writing Assistance Program (Room 720, BAL, <http://www.odu.edu/al/gwap>) or other programs to improve their writing skills.”

Student Name: _____ I.D. No. _____

Semester of Admission to Program: _____

Program: _____, Academic Advisor: _____

Evaluation 1. Date: _____, by _____
(Evaluator’s signature)

Materials used for evaluation (circle): class term paper, research paper, others ()

Recommendation: student () is writing proficient, () is not writing proficient and recommend:

Evaluation 2. Date: _____, by _____
(Evaluator’s signature)

Materials used for evaluation (circle): class term paper, research paper, others ()

Recommendation: student () is writing proficient, () is not writing proficient and recommend:

Evaluation 3. Date: _____, by _____
(Evaluator’s signature)

Materials used for evaluation (circle): class term paper, research paper, others ()

Recommendation: student () is writing proficient, () is not writing proficient and recommend:

(Keep this form in the student file during evaluation process. After the evaluator evaluated student to be proficient, submit to GPD for approval)

_____, (Date) 16
(GPD’s Signature-Approved)

