

Department of Engineering Management and Systems Engineering
Old Dominion University
Handbook for Students

I. Where to find information:

- ***Engineering Management and Systems Engineering web site***

<http://www.eng.odu.edu/enma>

CONTACT INFORMATION

Graduate Program Director

241 Kaufman Hall

Norfolk, VA 23529

(757) 683-5541

enmagpd@odu.edu

- ***Old Dominion University Catalog***

The *Old Dominion University Catalog* is not only the official university document; it also contains a great deal of useful information such as program requirements, long-term calendars, and course descriptions. For example, the *Catalog* notes that students who plan to graduate must submit an “Application for Graduation” to the Office of the University Registrar by the following dates:

- December graduation deadline: Third Friday in July
- May graduation deadline: Second Friday in November
- August graduation deadline: Second Friday in April

Most importantly, requirements and policies in the *Catalog* are official and are the student’s contract with the University. When in doubt, check the *Catalog*. It is available online and can be downloaded at <http://www.odu.edu/ao/affairs/graduatestudies/graduatestudies.htm>.

- ***The Official Schedule of Classes***

The schedule is listed on the web at <http://www.odu.edu/home/secondary/index.html>, and can also be accessed through Leo. There is a long term schedule available on the Departmental webpage for planning future courses and plans of study.

- ***The Guide to Enrollment***

This booklet is published every semester and contains useful information, such as important dates and holidays, the final exam schedule, transcript information, tuition costs, instructions for registering online, graduation information, and more. It can be found at:

<http://www.odu.edu/ao/registrar/about/guide/>.

- ***The Graduate Studies Homepage***

This web page has information about current graduate policies. It includes, among other things, information about fellowships and an online orientation for graduate students at

<http://www.odu.edu/ao/gradstudies/>.

- ***International Students***

International students are responsible for checking in with [International Student and Scholar Services](#) (ISSS). They will be able to answer questions about health insurance requirements,

how to get a driver's license or ID card, and are the experts when dealing with immigration issues.

II. Advising and pre-registering for courses

Advising on courses can be done in person, by phone, or by e-mail. When students enter the program, ideally they will make an appointment with the graduate program director and plan their course schedules for the entire program. After the initial appointment, students may change the schedule, but should contact the GPD or Programs Manager to have their registration hold removed. Feel free to call or to make an appointment outside of posted office hours or simply send an email. When you request that your advisor hold be removed for registration, it is helpful if you provide your student number. Please pre-register for classes early. Administrators sometimes cancel classes with low numbers of students registered, and classes do fill up. However, do not be afraid to register for the classes you want even if the numbers are low; confer with the GPD, who will probably know if a class is in danger of being cancelled. Graduate courses in engineering management and systems engineering are rarely cancelled. Core courses are offered every semester for engineering management and once a year for systems engineering and the doctoral programs.

III. Money Matters

- **Graduate Tuition and Fees**

Updated fees are posted on the University web pages, and are available every semester in the *Guide to Enrollment*.

- **Assistantships**

In most cases, students who are awarded teaching or research assistantships are also awarded tuition grants, which usually cover the difference between in-state and out-of-state tuition. Students with assistantships usually work 20 hours per week and must carry a full load of courses (9 hours of graduate work). Some assistantships also carry a tuition grant, but figures may be different for programs in different colleges and units. To apply, submit an **Application for Graduate Financial Assistance**, which is part of the application packet for domestic students, and can be found on the Office of Graduate Studies forms page <http://www.odu.edu/ao/gradstudies/forms/index.shtml>. First year master's students are not eligible for departmental assistantships, but may find assistantships elsewhere in the University. Other assistantships available at the University are listed at the Career Management Center located in Webb Center. Students who have **teaching** assistantships are **required** to attend a training workshop for Graduate Teaching Assistants in late August or in December (GTA Institutes, see the Graduate Studies Web Page). Non-native speakers of English who hold **teaching** assistantships are required to take the SPEAK test or Test of Spoken English before they are allowed to teach. More information about tuition, dates, financial aid and domicile decisions can be found in the *Guide to Enrollment* and at the Graduate Studies Web Page.

- **Registration**

Registration is done through [Leo Online](#). LEO OnLine is the portal to your student account. To get there, go to www.leoonline.odu.edu. Scroll down to the bottom of the screen to login. Your student identification number is your social security number (and will be your UIN – University Identification Number - when issued). Your initial student password is your date of

birth (mmddyy) (you will be directed to change this password to another 6-digit password at initial login). You will not be able to do get to LEO OnLine until you are registered for a course in the University computer or accepted to your program.

IV. ID Cards and Transportation

Student I.D. cards are required for the use of many University services and facilities (library, sports facilities, student events, etc.). All Old Dominion University students who register for one or more credit hours may have their I.D. cards made at the University Card Center next to the University Bookstore in Webb Center. Hours are: Monday through Thursday between 9 a.m. and 6 p.m. and Friday, 9 a.m. to 5 p.m. Positive proof of identification is required (picture driver's license, military ID, passport, etc.) For more details call 683-3508.

Students must have parking passes to park in student parking lots, and these may be purchased at 43rd and Elkhorn. Daily passes are also available. There is a shuttle bus on campus and to MacArthur Mall; see the schedule book for details.

V. Computing and Library Services

The Office of Computing and Communication Services (OCCS) provides official e-mail accounts for all students. Current ODU email accounts are required for communicating with faculty and administrative units on campus; they are also necessary to use the course management system, *Blackboard*. New students can apply for email and *Midas* accounts at <http://occs.odu.edu/new/students/index.shtml>.

The Perry Library offers an array of services including online library forms, reserve materials and interlibrary loans. Needless to say, students should begin term papers early in the semester in order to find out if it will be necessary to obtain books through interlibrary loan. Some library services require a personal identification number (PIN). All notices of holds, renewals, fines, fees, etc. will be done through the Old Dominion University e-mail account. There will be no paper notices, so students should check their Old Dominion University accounts regularly even if these are not their primary e-mail accounts. To contact the library circulation staff to request a renewal, report a change of address, or ask a question, e-mail circ1@libstaff.lib.odu.edu. Graduate students may request books and articles from Interlibrary Loan Services. A number of full-text articles are also available, and the library often gives orientation sessions which are highly recommended early in your studies. See the library home page for more information: <http://www.lib.odu.edu/>. Students are strongly encouraged to attend a library orientation as it will help in knowing which resources are available for students with regards to papers and research.

VII. Assessment of Students

- *Course grades*

Course grades are generally posted in Leo accounts several days after final exams. Faculty members are required to post grades through Leo, but some faculty also do so on Blackboard. Faculty are required to keep final exams for a year, so cannot give them to students, but students should feel free to ask to see and discuss their final exam papers with their instructors.

IX. Assessment of faculty and program

- *Course evaluations*

Near the end of each semester, students have an opportunity to write an anonymous course evaluation. Students submit these evaluations online, and faculty members do not see course evaluations until grades have been handed in. An honest, thoughtful evaluation of courses helps both faculty and future students. Students should note what was helpful, as well as what was confusing. Students who are having difficulties in courses should first attempt to talk to the instructor. It is important to do this early rather than later. If students feel that they need additional help, they should talk to the Graduate Program Director who will deliver messages to faculty in confidence. Students who feel they are not getting the assistance they want from the Graduate Program Director should consult the Departmental Chair.

- ***University assessment***

In order to graduate, all students must complete the Graduate Student Satisfaction Survey that will assess your satisfaction with the graduate program. You will receive an invitation to complete the survey after you apply for graduation.

X. Theses

If you hope to pursue a Ph.D., you might consider writing a thesis. (It will give you a good idea of what it is like to do independent research.) If you have a strong interest in or passion for a subject and can find a professor who knows you, shares your interest, is comfortable working with the topic, and agrees to work with you, you should pursue the thesis option. If you are considering a thesis, the first step is to consult with the GPD, who will help guide you through the process. You will also need to identify an advisor who will supervise your research. All students interested in pursuing a M.S. in Engineering Management must apply as a Master of Engineering Management student, then change their program once an advisor has been identified.

The thesis substitutes for two elective courses. You enroll in ENMA 699 (P/F) usually in two successive semesters. Before you approach a faculty member to supervise your thesis, you should write out a short description of what you plan to do. Talk to the faculty member and obtain written verification of willingness to supervise, and give this and the short written description to the GPD when you make an appointment to discuss the thesis. If you have a second (and sometimes third) reader in mind, discuss this with the GPD as well. A thesis prospectus should be submitted early in ENMA 699 (by the fourth week) to both the thesis advisor and the GPD. When planning the thesis, be sure to attend one of the thesis preparation workshops offered by the University and invite your thesis advisor to attend as well. Be aware of deadlines, which will be presented in the workshop. Obtain a copy of the [*Guide to Theses and Dissertations*](#). Follow the instructions and guidelines in the *Format Requirements and Recommendations* exactly, and proofread and revise many times. Faculty members need to have the final version of the thesis **at least** two weeks before the scheduled defense. The 30-minute defense of the thesis will come early in the semester the student hopes to graduate, and deadlines for submitting the final defended version come very early in the semester.

Here are some of the steps for writing the thesis:

1. Find a topic that interests and excites you. Do some reading in the field. Find an interesting question to explore.
2. Make an appointment to talk to the GPD about your idea.

3. Write one or two paragraphs describing your idea and make an appointment to talk to an appropriate faculty member about the possibility of being the thesis advisor. Take your written proposal and get the agreement of that person in writing, or ask that professor to e-mail the GPD that he or she is willing to be Chair of your committee.
4. Select one or more other committee members. Get all forms, guidelines, etc. from the GPD. Check forms at: <http://www.odu.edu/ao/gradstudies/forms/index.shtml>.
5. Prepare a prospectus, have the thesis committee chair sign it, and give it (with Graduate Form 7) to the GPD.
6. Write the thesis, consulting with the thesis committee chair often and with other member(s) of the committee when you feel it will help you. Revise. Proofread. Revise. Proofread. Proofread one more time.
7. Schedule and complete Oral Defense of Thesis. The thesis defense should take place about a month before the document is due in the Dean's office. Check the official deadlines at http://eng.odu.edu/eng/resourcesfor/students/grad_students/thesis.shtml.
8. Format the thesis in accordance with the latest Old Dominion University [*Guide on Theses and Dissertations*](#)
9. Submit the thesis to the thesis committee chair and get approval. There should be no errors. A sloppy thesis will be returned without comments. The thesis committee chair is responsible for quality control.
10. Submit approved thesis and committee chair's Submission Form to the GPD for approval. There should be no errors. A sloppy thesis will be returned without comments.
11. Make corrections and revisions.
12. Resubmit to the GPD.
13. GPD submits approved thesis to the Engineering and Technology Dean's Office by the required date (four weeks before the last day of classes).
14. Make corrections and revisions.
15. Resubmit to the GPD.
16. GPD resubmits to the Dean's Office.
17. Make final corrections and revisions.
18. Complete Graduate Form 6 (Thesis Processing Form)
19. Complete Graduate Form 11 (Thesis/Dissertation Delivery Form)
20. Turn in the appropriate number of copies on the required paper with all required forms to the Office of Student Records by the required date.

A thesis is a lot of work for everyone, but it can also be a real opportunity and even enjoyable. The key to success is pursuing a topic of real interest and maintaining constant communication with both the thesis advisor and the GPD. Typically, writing a thesis requires more work than taking the six hours of elective courses for which it substitutes. The time to begin planning a thesis is at the beginning of the program, not during the final year.

XI. Graduating

Those who expect to graduate should apply for graduation the semester prior to graduation. Check the Registrar's web pages for all the graduation information and forms at: <http://www.odu.edu/ao/registrar/>

Sociology and Criminal Justice, an unpublished handout prepared by John P. Broderick, and the Applied Linguistics Handbook were both helpful in preparing this handbook. Since this handbook will be revised occasionally, suggestions for revisions and additions are welcome.

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