



## Graduate Program Vision and Mission

- Create the nation's preeminent technology graduate degree programs to:
  - Improve the nation's technology education programs through the preparation of the next generation technology faculty
  - Improve the nation's competitiveness through the preparation of the next generation of technologists and technology managers and leaders for business and industry
  - Provide the vision and leadership to improve technology graduate education at institutions across the nation
  - Improve the economic competitiveness of the nation through the results of use-inspired and applied research projects and studies
  - Provide a student-centered learning environment maintained to ensure that graduates are accomplished in technical expertise, leadership, and teaming skills necessary to excel in the global technological economy.
  - Disseminate the results of inquiry and scholarship of its faculty and students toward improving the expertise of practitioners in the technological workforce.



# Graduate Education Committee

- Gary. R. Bertoline, chair- Associate Dean for Graduate Programs
- Richard O. Fanjoy- Aviation Technology
- Joe J. Orczyk- Building Construction Management
- Nathan. W. Hartman- Computer Graphics Technology
- Mike Kane- Computer & Information Technology
- Jeff J. Evans- Electrical & Computer Engineering Technology
- Edie K. Schmidt- Industrial Technology
- Bill Hutzel- Mechanical Engineering Technology
- Taggart Smith- Organizational Leadership & Supervision
- Mark Schuver, (ex-officio)- Weekend Masters and Professional Programs



## Where we are Today

- Fall 2008 Enrollment
  - Approximately 320 students enrolled in:
  - Traditional MS and PhD programs 250
  - Weekend Masters and Rolls Royce 70



# Department-based MS Programs

- The goal is to have all departments submit their full proposals for department-based MS degree programs by May 2009. Current status:
  - C&IT- full proposal approved
  - CGT- full proposal submitted and in review
  - AT- pre-proposal submitted
  - IT- full proposal approved
  - MET- full proposal submitted and withdrawn
  - BCM- pre-proposal submitted
  - ECET- pre-proposal submitted
  - OLS- pre-proposal submitted



# Graduate Student Handbook

**(USE 6/2007  
REVISED!)**

Now  
On-Line!

- Introduction
- Admission Process
- Conditional Admission
  - Time Limitation
  - Financial Assistance
  - Course Registration
- Program Structure & Requirements
- Electronic Plan of Study Requirements
- Independent Study Course Registration (XXX 590)
- The Directed Project (XXX 598)
- The Master's Thesis (XXX 698)
- Directed Project & Thesis Procedures
- Post-Project Activities-Exam & Graduation
- Student Procedural Checklists by Semester
- Checklist  
of  
Steps in Completing a Directed Project or Thesis
- College of Technology Graduate Faculty
- Appendices: Sample Forms

# Tentative Workshop Schedule Spring 2009

- |       |   |        |          |
|-------|---|--------|----------|
| VIII. | <u>Research Integrity – Dr. Peter Dunn</u>                          |        |          |
|       | Feb 5, 2009   | 5:00pm | WSLR 116 |
| IX.   | <u>Ethical Writing – Dr. Erwin Weiser and Ms Joann Lax</u>          |        |          |
|       | Feb 19, 2009  | 5:00pm | WSLR 116 |
| X.    | <u>Copyright – Dr. Donna Ferullo</u>                                |        |          |
|       | March 12, 2009  | 5:00pm | WSLR 116 |
| XI.   | <u>Data Management – Panel</u>                                      |        |          |
|       | March 26, 2009  | 5:00pm | WSLR 116 |
| XII.  | <u>Open Access and what it means to graduate students - Library</u> |        |          |
|       | April 2, 2009   | 5:00pm | WSLR 116 |
| XIII. | <u>Authorship and Scholarly Publications - Panel</u>                |        |          |
|       | April 9, 2009   | 5:00pm | WSLR 116 |
| XIV.  | <u>Intellectual Property – Dr. Peter Dunn</u>                       |        |          |
|       | April 16, 2009  | 5:00pm | WSLR 116 |



# Research in the College of Technology



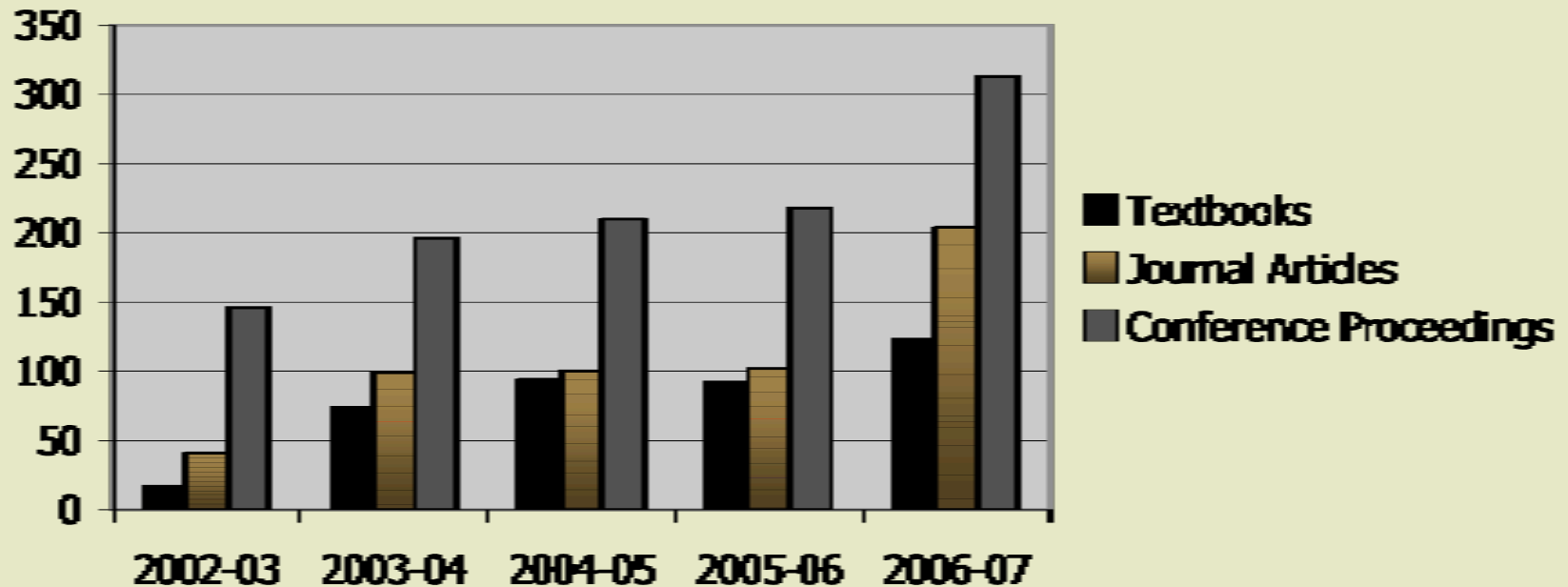
## **The Discipline of Technology**

- Technology has an accumulated body of knowledge that explains existing technologies and provides the foundation for new technological advancements.
- Technology educators look at these foci so students can study
  - (1) the processes used by practitioners to develop, maintain, and manage existing or new technology,
  - (2) the areas of technology which represent the accumulated knowledge of practice, and
  - (3) the impacts of technology on people, society, and the environment.



# Scholarship and applied research

College of Technology  
Scholarship Metrics Comparison





# Your Role as a Mentor

- **Major Professor**

- Acts as chair of advisory committee
- Agrees to supervise the student's graduate study, research, and writing
- Works with the student to set up the advisory committee
- The student's advocate



# Your Responsibilities

- **Advisory Committee Duties**

- Assist in preparing the plan of study
- Offer advice during period of graduate work
- Keeps the students informed of important deadlines
- Works closely with the student on their research or directed project proposals



## The Plan of Study

- The plan must be appropriate to meet the needs of the student.
- Nonthesis plans require a minimum of 30 credits, 26 credits for theses.
- Purdue courses on plan require grades of A, B, or C.
- Courses taken for P/NP, S/U, departmental credit, credit by exam, etc. are not allowed on the plan



## The Plan of Study

- Transfer courses require grades of A or B.
- 100 & 200 level courses are not allowed on the plan.
- Six hours of 300 & 400 level courses, taken as a graduate student, are allowed on the plan with grades of at least a B.
- Research courses (598, 698, 699, or 699A) are not to appear on the plan.



## The Plan of Study

- Credits earned by a student whose graduate study/professional activity has been inactive for five or more years cannot be used on a plan of study.
- Approved plans of study or any exams completed prior to such a period of inactivity are invalid.



## The Plan of Study

- The formal plan of study should be submitted as soon as possible, but no later than the Friday before the session of anticipated graduation begins.
- Students not meeting this deadline should plan to register for exam or degree only for the next session.
- Doctoral plans must be submitted before submission of a request for appointment of a preliminary examination committee.



## Examining Committee

- Examining committees may or may not be identical to advisory committees.
- A minimum of 3 committee members are required for all MS examining committees.
- The doctoral final examining committee, requires a minimum of 4 committee members.



# Examining Committees

- Examining committees established by completing A *Request for Appointment of Examining Committee (G.S. Form 8)*.
  - submitted to the Graduate School at least two weeks prior to the proposed examination date.
- The examining committee for MS Directed Project established by completing the *COT Form 1 - Request to Schedule Oral Exam*.
  - submitted to the COT Graduate Office, Knoy 150, at least two weeks prior to the proposed examination date.



## Examining Committees

- All final examinations must be held before the last week of classes.
- Refer to the Directed Project Deadline Calendar and Graduate School Graduation Deadlines Calendar for dates.
  - Note: the Directed Project deadlines are different than those for MS Thesis & PhD.  
[http://www.tech.purdue.edu/academics/graduate/forms\\_documents.cfm](http://www.tech.purdue.edu/academics/graduate/forms_documents.cfm)



## Proposal Meeting

- Before beginning work on a Directed Project, Thesis, or Dissertation students required to meet with full faculty committee for input and approval of the proposal.
- Two weeks before the proposal meeting, student should have completed proposal submitted to faculty committee for review.



# Doctoral Examinations

- Doctoral Preliminary Examination
  - Must have an approved plan of study
  - Satisfactorily completed most of the coursework
  - The committee will consist of a minimum of three members
  - The preliminary exam is a number of questions submitted by the faculty committee to the student. These questions are normally answered over a period of about a week in an un-proctored manner. The student then submits their answers to the faculty committee for review before the oral portion of the exam.



# Doctoral Examinations

- Doctoral Final Examination
  - At least two academic sessions devoted to research and writing must elapse between the preliminary and final doctoral examinations.
  - The committee will consist of a minimum of four members.
  - Final doctoral examinations should be announced so that interested members of the faculty and student body may attend.



# Thesis Master's Final Examination Packet:

- Approved copy of the *Request for Appointment of Examining Committee (G.S. Form 8)*
- *Report of the Final Examination (G.S. Form 7)*
- Candidate Certification Audit
- Graduate School Exit Survey and cover letter
- College of Technology Exit Questionnaire



## **Nonthesis Master's Final Examination Packet:**

- Approved copy of the *COT Form 1 – Request to Schedule Oral Exam*
- *Report of the Final Examination (G.S. Form 7)*
- Candidate Certification Audit
- College of Technology Exit Questionnaire



## **Doctoral Final Examination Packet:**

- Approved copy of the *Request for Appointment of Examining Committee (G.S. Form 8)*
- *Report of the Final Examination (G.S. Form 11)*
- Candidate Certification Audit
- Graduate School Exit Survey and cover letter
- The Survey of Earned Doctorates
- College of Technology Exit Questionnaire



## **Reporting the Results of Examinations**

- The Committee chair should present the examination committee with an appropriate examination report form.
- This examination report form should be completed and presented without delay to the head of the graduate program for recording and prompt transfer to the Graduate School.
- The report form for the final examination must be received by the Graduate School before the last week of classes of the academic session in which graduation is expected.



## Reporting the Results of Examinations

- After a satisfactory examination involving a thesis defense or directed project, committee members who approve the thesis must sign a *Thesis Acceptance (G.S. Form 9)*. The *Form 9* is prepared and brought to the exam by the student and can be found on the Graduate School Thesis web page  
<http://www.gradschool.purdue.edu/thesis.cfm>
- Directed Project students should prepare a *Report Cover Page* for committee members to sign.  
[http://www.tech.purdue.edu/academics/graduate/forms\\_documents.cfm](http://www.tech.purdue.edu/academics/graduate/forms_documents.cfm)



## Reporting the Results of Examinations

- Members of the examining committee might wish to examine the deposit copy of the thesis/directed project prior to signing the *Thesis Acceptance (G.S. Form 9)/Report Cover Page*.
- No changes may be made to the directed project/thesis/dissertation after it has been deposited in the Thesis/Dissertation Office/COT Grad Office.



## **Depositing the Completed Thesis/Dissertation**

- The complete and corrected deposit copy of the thesis, including the completed *Thesis Acceptance (G.S. Form 9)*, must be delivered to the Graduate School Thesis/Dissertation Office before the last day of classes of the session in which the student is to graduate.
- Ph.D. and M.S. candidates will submit their theses electronically.



## **Depositing the Completed Thesis/Dissertation**

- Electronic copies of the MS Thesis and Directed Projects must be submitted to the College of Technology Purdue e-Pubs site

<http://docs.lib.purdue.edu/tech/> .

- The Electronic Thesis Deposit (ETD) Submission/Deposit Checklist and the Masters Final Deposit Checklist along with other information regarding thesis preparation, deadlines and forms can be found at the Graduate School Thesis web page

<http://www.gradschool.purdue.edu/thesis.cfm>



## **Digital Depositing the Completed Directed Project**

- The complete and corrected deposit copy of the directed project is to be electronically submitted at the College of Technology Purdue e-Pubs site <http://docs.lib.purdue.edu/tech/> .
- The completed & signed *Report Cover Page* must be delivered to the COT Graduate Office, Knoy 150.



## **Digital Depositing the Completed Directed Project**

- Both need to be submitted simultaneously before the last week of classes of the session in which the student is to graduate (refer to the Directed Project Deadlines Calendar <http://www.tech.purdue.edu/academics/graduate/dpdeadlines.cfm> ).
- **The signed Report Cover Page will not be accepted until an electronic copy of the Directed Project has been submitted to the College of Technology Purdue e-Pubs site.**



# New Course Proposals

- Development of a graduate course is similar to undergraduate course development but the approval process is different.
- Graduate courses must be approved by:
  - each department's graduate/curriculum committee
  - College of Technology Graduate Education Committee
  - Purdue University's Graduate Council which ultimately must approve all graduate courses.



# Graduate Council Approval

- Purdue University's Graduate Council is divided into six areas, based on course content, as follows:
  - Area A: Behavioral Sciences
  - Area B: Chemistry-based Sciences
  - Area C: Engineering and Physical Sciences
  - Area D: Humanities and Social Sciences
  - Area E: Life Sciences
  - Area F: Management Sciences
- Courses submitted from the College of Technology are first examined by the Area A Committee.
- The committee can accept the proposal, return it for revision, send it to a related area committee for evaluation, or reject it as being unsuitable.
- If the area committee approves the proposal, it is forwarded to the entire Graduate Council for approval.



## Revising an Existing Course

- Minor or administrative changes, such as title, credit hours, and course description, are made by the submission of a Registrar's Form 40G to the Graduate Council.
- All such changes must be brought to the attention of the College of Technology's Graduate Education Committee.
- Major changes, such as revised course content, must follow the process for a newly developed course.



## Developing an Area of Specialization

- Areas of Specialization constitute pre-configured paths through the COT Master of Science degree.
- Typically they are designed to achieve a recognized and specific set of objectives more focused than the general degree.
- Such Areas of Specialization may reside with a department or they may cut across several departments either with the COT or outside.
- Departments may offer more than one Area of Specialization.
- The process for seeking Area of Specialization (AOS) approval is the same as used for new courses.