

Graduate Manual

MANUFACTURING AND INDUSTRIAL
ENGINEERING DEPARTMENT

The University of Texas
Rio Grande Valley™

Introduction

General Program Information

The Manufacturing and Industrial Engineering department offers two separate Master of Science programs in Manufacturing Engineering and Engineering Management. The [Master of Science in Manufacturing Engineering](#) has a technical focus on skills and expertise relevant to Manufacturing Process Science, Materials, Design and Systems. [The MS in Engineering Management](#) program focuses on skills and expertise to help the graduates lead other engineers and personnel in technical or production environment. Students are accepted for Spring, Summer, or Fall admission. Subject to certain limitations, students may undertake their program on a full- or part-time basis.

Degree Requirement

The MS degrees offer three options in the graduate degree roadmap: 1) **thesis option**, 2) **project/report option**, 3) **course work only option**. The degree requires 30 hours of graduate work including Thesis I and Thesis II for the thesis option, and 36 hours of course work for the other two degree options. The plan of study for the MS in Manufacturing Engineering is used to plan the graduate program with the student's advisor.

MS in Manufacturing Engineering Degree Plan

Regardless of the options a student is admitted, all students are required to take a minimum of four courses, one from each of four different areas of Manufacturing:

1. the quality area
2. the design area,
3. the systems area, and
4. the engineering management area.

Once this requirement is satisfied the student is free to select remaining courses from any area of Manufacturing Engineering approved by student thesis advisor or graduate coordinator. Further, the student may select additional approved courses from other areas of study.

Master of Science in Engineering Management

The MS in Engineering Management requires five courses as “core” courses in the Engineering Management Curriculum. These courses include:

1. MANE 6304 Industrial Cost Analysis
2. MANE 6319 Quality Management Systems
3. MANE 6340 Operations Research and Analysis
4. MANE 6345 Engineering Management
5. MANE 6380 Engineering Project Management

All of the required courses and some of the elective courses are available as online courses. This technically permits completion of the degree totally through distance learning using the internet. These online courses can be taken using the internet from any location, but there are limitations with regard to online course attendance for international students. The result is for many the degree can be completed while in entirely a distance learning situation.

Note:

Since all required courses are offered once every two academic years, all students are required to take these courses at the time they are offered. Failure to do so may delay your graduation by at least one academic year.

In addition to these courses, elective courses in the MANE area may be taken to complete the degree. Further, up to four approved elective courses may be taken from other areas of engineering and the sciences as well as Business College courses.

Graduate Student Advisement

1. Every graduate student is required to attend graduate advisement at least one week before the start of each semester.
2. Students need to contact Ms. Elizabeth Rodrigues (elizabeth.rodriguez@utrgv.edu, (956)665-2606) for an appointment with program coordinator
3. Advisement is provided by student committee chair (for thesis students only) and program coordinator. For thesis students, if there are any updates to your degree plan, you need to inform the program coordinator before the start of the semester.

Graduate School Deadlines and Forms

The Graduate School sets deadlines according to the academic calendar for the semester in which you plan to graduate. Specific deadline dates for Graduate School forms can be found at <https://www.utrgv.edu/graduate/for-new-and-current-students/forms/index.htm>

Procedure	Time
<p>1. Apply for admission. Submit all program requirements, official transcripts and an official copy of the appropriate standardized test score if required.</p>	<p>At least 6 weeks prior to registration (7 to 8 months prior to registration for foreign students). Note: Some programs have specific deadlines in advance of these suggested time periods. View the Graduate Programs page for program deadlines.</p>
<p>2. Become familiar with general regulations, campus services and the degree plan for your program. Visit the Academic Resources page for more information.</p>	<p>Before registration.</p>
<p>3. Meet with Program Director or Academic Program Coordinator to plan course of study for first semester.</p>	<p>Before first semester registration.</p>
<p>4. Submit degree plan to the Graduate College for approval. Visit with your Program Director or Academic Program Coordinator to start this process.</p>	<p>Complete within the 1st semester of your Master's program.</p>
<p>5. If thesis route is chosen, submit Application for Thesis Committee.</p>	<p>At the beginning of the semester when you register for Thesis I</p>

<p>6. Apply for graduation.</p>	<p>Approximately 9 months prior to commencement. See <u>graduation application deadlines</u>.</p> <p>Application of graduation form should be submitted to and signed by program coordinator first.</p>
<p>7. Check to be sure degree plan is up to date and all course work is complete.</p>	<ol style="list-style-type: none"> 1) Update your degree plan with program coordinator before each regular semester. 2) Before final comprehensive examination. Meet with program coordinator for final review and update.
<p>8. Schedule and complete final comprehensive examination or schedule final defense of thesis.</p>	<ol style="list-style-type: none"> 1) Comps will be scheduled in the mid of the semester you plan to graduate 2) Final Defense is schedule at any time before the end of the semester, approved by committee chair
<p>9. Submit final defended copy of thesis.</p>	<p>By <u>deadline date</u>.</p>
<p>10. Arrange for cap and gown at <u>University Bookstore</u>.</p>	<p>By deadline date for placing order. Edinburg Campus: (956) 665-2252 Brownsville Campus: (956) 882-8249 Email: utrgv@bkstr.com</p>

Applying for graduation—A MUST DO!

As a graduate student, you are responsible for applying for graduation with the Graduate College. Here are a few items to keep in mind:

You must apply for graduation using the [UTRGV Graduation Application](#). (Do NOT apply through your my.utrgv.edu account.)

If you are applying for graduation of a certificate program, please use the *Certificate Application* for the certificate you are pursuing. If you are applying for both a graduate degree and a certificate, you must submit a graduation application and a *certificate application*.

Apply for graduation 9 months prior to commencement.

Applying for graduation—A MUST DO!

1. *Submit a Graduation Application* to the Graduate College by the deadline that applies to you.
2. *Make a Payment* After you submit your Graduation Application to the Graduate College, we will post the \$32 fee to your my.utrgv.edu account. Please allow about 1-2 business days for your fee to be posted.
3. *Meet all requirements for the degree you are seeking.* Be sure that you have fulfilled all requirements specified on your official degree plan. If you chose to pursue the Thesis or Dissertation option, you should consult with the Graduate Advisor for specific procedures that must be followed. In order to have the title of your thesis printed in the Commencement program, it must be approved prior to printing deadlines, which are approximately eight weeks before graduation.
4. *Enjoy your graduation! You earned it.* For information on the date of the commencement ceremony visit the [Guide to Graduation](#) webpage or contact the Office of the Registrar at 956-665-2201. If you are interested in purchasing academic regalia and invitations, visit the [university bookstore](#) or call them at 956-665-2252.

Graduation Application Deadlines

Graduation Term	Deadline
Spring	October 1 st
Summer	February 1 st
Fall	May 1 st

Department Policies for Thesis Track

MANE 7300 Thesis I

Prerequisite: Students must be enrolled in the M.S. in MANE or EM with an advisor and committee members assigned, consent of committee chair

This course is required for students who choose thesis option in the Master of Science degree in Manufacturing Engineering or Engineering Management. This course is generally offered to students in the third full semester of their study with a goal to help student move towards to a successful thesis. Students are required to identify the research ideas, research gap and specific research questions relevant to the selected research topic based on a comprehensive review of the state of the art. The deliverable of Thesis I course is the completing a working draft of the first three chapters of your thesis document (Introduction and Research Question, Literature Review, and Proposed Research Methodology). A formal proposal defense presentation to the Thesis committee is required by the close of the semester. A letter grade will be assigned by thesis committee chair.

Department Policies for Thesis Track

MANE 7301 Thesis II

Prerequisite: Grade of “B” or better in Thesis I and consent of the committee chair

This course and its successor, MANE 7301, are required for the students who choose thesis option in the Master of Science degree in Manufacturing Engineering or Engineering Management. The purpose of these courses is to complete a capstone research project relevant to the respective degree program students are enrolled in. As a continuation of Thesis I, in Thesis II, students are expected to complete their proposed research, complete their thesis writing and successfully defend their theses to the thesis committee. Depending on the semester of graduation, students are required to check with graduate school about all required forms for graduation.

Department Policies for Thesis Track- Thesis I

1. A thesis committee must be formed at the beginning of the semester of Thesis I. The committee form should be submitted to graduate college by the deadline.
2. A thesis proposal defense should be scheduled at the end of Thesis I semester. Students should successfully defend the thesis proposal to earn a grade in Thesis I.
3. A letter grade should be assigned at the end of Thesis I (A, B, S, or F). If students need more time to finish Thesis I work, and the thesis committee chair approves, a letter S grade can be assigned by the committee chair if the student makes satisfactory progress in his/her Thesis I work, with an expectation that students will complete his/her Thesis I in another semester that follows.
4. Students can only register for Thesis II if prerequisite is met (Letter grade of A or B in Thesis I).

Department Policies for Thesis Track – Thesis II

1. In Thesis II, students are expected to complete their proposed research, complete their thesis writing and successfully defend their theses to the thesis committee. Depending on the semester of graduation, students are required to check with graduate school about all required forms for graduation.
2. If extra time is required to complete Thesis II work, a letter grade of S can be assigned by committee advisor, and students are expected to register for Thesis II in the semester that follows. For international students, request for extension of their graduate thesis work (form) is required, which should be submitted to international program for approval. Graduate coordinator must be informed if such request is made by the students.
3. Students must be enrolled in a Thesis II in the semester students plan to graduate.

RA/TA and PGRA Fellowship

1. All RA, TA, and PGRA fellowship require full time enrollment in the program (9 credit hours) each regular semester
2. RAs are offered by individual faculty member; the amount of support varies.
3. TAs are offered by the department, the amount is determined by the department chair.
4. All students with RA, TA and PGRA supports are required to choose the thesis option for their study track.
5. RA, TA, and PGRA positions can be terminated, if students are not making expected progress in their research. Your research supervisor is the person who evaluate your progress.
6. Students with PGRA fellowship are teaching assistants in the second year of their study.

Thesis format

Graduate college set special format requirements for your thesis, please review and follow these requirements.

<https://www.utrgv.edu/graduate/for-new-and-current-students/thesis-and-dissertation/index.htm>

<https://www.utrgv.edu/graduate/files/documents/dissertation-manual-updated-jun183.pdf>

Graduate school also provide workshop on successful thesis writing:

<https://www.utrgv.edu/graduate/for-new-and-current-students/support-services-and-workshops/workshops/index.htm>

Writing center at UTRGV is another important resource for graduate students. They provide training, tutoring and feedback services for your report, paper or thesis.

<https://www.utrgv.edu/writingcenter/index.htm>