**9/13/2023 Faculty Advising Reference Sheet - Master’s Programs**

**2023-2024 Academic Year**

Division of Materials Science Engineering

College of Engineering, Boston University

*Also available at: Not created yet*

 **Masters advising involves the following components:**

1. discuss students’ study plan (using MS or MEng planning sheet as a tool Links for MS and MEng PPS to be updated). MS 539 Intro to Materials Science is recommended for students who do not have a Materials background; this course fulfills the Practicum requirement.

No official approval is needed, and no CST is involved here.

\* Part-time MS students often take only 1 course per semester. So it is critical to guide them to the course they are interested and to a plan with a little forward-thinking for the future semesters.

(2) answer specific academic questions the students have.

(3) approve any specific requests from the students by signing their forms. University has an early ADD deadline. Thus, our program has a corresponding deadline for petition submission (the first Thursday of a semester) and approval. Therefore, it is very important to respond to your students during the first week of the semester, so petition approval decisions can be made before the University add deadline.

**Overview of the MSE Masters programs (**contact Academic Programs Manager, mse@bu.edu or 617-358 -0351)

The MSE MS and MEng degrees require a minimum of 8 graduate-level classes (500 level or above) or 32.0 credits; only one 400-level course may be taken, with advisor approval, if needed as a pre-requisite for another course in the program. The program typically takes 1.5 years to complete. MS students who wish to engage in a thesis must submit a Thesis Proposal And Directed Study/Independent Coursework form by their second semester of study as outlined in the Masters Handbook. Most students enroll as full-time and take 3 courses (12.0 credits) in the first fall semester and 3 courses (12.0 credits) in the spring. In their final semester, students can drop to part-time (below 12 credits, the minimum 2 credits required). International students should be authorized by ISSO for a [reduced course load](https://www.bu.edu/isso/immigration-status/maintaining-status/academics/rcl/reduce-courseload/) before the start of their final semester.

[**MSE MS Degree Requirements**](https://www.bu.edu/academics/eng/programs/materials-science-engineering/ms/)Please refer to [MS planning sheet](https://www.bu.edu/eng/academics/departments-and-divisions/electrical-and-computer-engineering/resources/resources-current-students/ece-mspp/) for specific degree requirements. Students are recommended to complete the planning sheet and submit it to the MS program manager by the end of the first semester. Advisor approval is needed.

* + Core courses are **strongly recommended** to be taken in the first and second semester. Four courses (16.0 credits).
	+ Electives: Two courses from one concentration area (8.0 credits) .
	+ Practicum or Thesis: One to two courses (4.0-8.0 credits) designated on program planning sheet.
	+ Elective: if only one Practicum course is taken, one course (4.0 credits) can be graduate-level College of Engineering courses or pre-approved graduate-level CAS/GRS courses in technical areas (computer science, mathematics, etc.).

[**MSE MEng Degree Requirements.**](https://www.bu.edu/academics/eng/programs/materials-science-engineering/ms/)Please refer to [MENG planning sheet](https://www.bu.edu/eng/academics/departments-and-divisions/electrical-and-computer-engineering/resources/resources-current-students/ece-mspp/) for specific degree requirements. Students are recommended to complete the planning sheet and submit it to the MS program manager by the end of the first semester. Advisor approval is needed.

* + Core courses are **strongly recommended** to be taken in the first and second semester. 2 courses (8.0 credits). Students who demonstrate competence in a first-year 500-level thermodynamics and solid state physics course through prior coursework may petition to substitute the core requirements by taking other MS designated core courses noted on the program planning sheet.
	+ Structured MSE Related Courses: Any 2 courses (8.0 credits) listed on the reverse of the program planning sheet.
	+ Engineering Management: One course (4.0 credits) as designated on program planning sheet.
	+ Practicum and Electives: Three courses (12 credits); **1 Practicum** course (4.0 credits) listed on the program planning sheet **AND any two** other engineering, science, or engineering management courses not used to satisfy other MEng requirements.

**Internship Option, With Engineering Practice**

* Master’s students may add the optional “[with Engineering Practice](https://www.bu.edu/academics/eng/programs/engineering-practice/)” designation to their degree by completing an approved internship in their field of study. The program option recognizes the power of combining rigorous academic coursework with supervised real-world research or industrial applications. Participating students add value to their academic experience with a related internship that enables them to both develop and apply their technical, project management, and leadership skills.
* **Note for International Students.** International students must have completed two semesters in full-time status to be eligible to begin an internship in the United States, and they must complete additional paperwork with the BU International Students & Scholars office (ISSO) after registration. International students with an off-campus internship must complete the Curricular Practical Training (CPT) form and email the approved Engineering Practice Approval form and the CPT form to the [Graduate Programs office](https://www.bu.edu/eng/admissions/graduate/eng-graduate-programs-office/) for review before submitting to the ISSO.

**Graduation Requirements** (contact Graduate Programs Office, enggrad@bu.edu, 617-353-9760)

The Master’s students must achieve 32.0 credits or 8 courses at the graduate level with grades of C or better to graduate. If a cumulative GPA drops below 3.0, the student will be put on academic probation. Students struggling should seek support from their academic advisor and their professors or TAs.

**Advising Codes** (Questions contact Academic Programs Manager, mse@bu.edu or 617-358 -0351)

Students are instructed to consult with their academic advisor for course selection assistance. Students may also refer to their assigned Academic Programs Manager. Advising codes are given out to students by Academic Program Manager prior to spring registration.

**Master’s Resources Page** Master’s Handbook, which includes more in-depth information about the program, and any required forms can be found on [Master's Resources](https://www.bu.edu/eng/academics/departments-and-divisions/materials-science-engineering/resources/resources-students/) on the MSE website.

**Division Resources**

**Contacts:**

* Soumendra N. Basu, MSE Associate Division Head, Chair of Doctoral Programs, basu@bu.edu, (617) 353 - 6728
* Division Academic Programs Manager, mse@bu.edu, (617) 358-0351
* Elizabeth Flagg, Division Director, eflagg@bu.edu, 617-353-4622
* [**MSE Student Resources:**](https://www.bu.edu/eng/academics/departments-and-divisions/materials-science-engineering/resources/resources-students/) [MSE Graduate Student Association](https://sites.bu.edu/msegsa/), [Reserve a Room/Room Access](https://www.bu.edu/eng/academics/departments-and-divisions/systems-engineering/resources/se-reserve-a-room/), [Student Wellbeing](https://www.bu.edu/studentwellbeing/), [The International Student Experience](https://www.bu.edu/grad/why-bu/international-student-experience/)
* **Division Forms**, see MSE Masters Handbook
* [**Division Wellbeing Room**](https://www.bu.edu/eng/academics/departments-and-divisions/systems-engineering/resources/se-reserve-a-room/)**,** 15 Saint Mary’s Street, Room 105. The Division Wellness Room is open for telehealth, 2-person meetings, and lactation use. Request Zaius access, [scheduling calendar here](https://budivwellness.youcanbook.me/).
* [**MSE Peer Mentorship Program**](https://www.bu.edu/eng/academics/departments-and-divisions/materials-science-engineering/resources/resources-students/mse-peer-mentorship-program/)
* MSE Supplemental Instruction program.
* [**Finance & Operations:**](https://www.bu.edu/eng/academics/departments-and-divisions/materials-science-engineering/resources/resources-students/mse-student-resources/)Division Business and Travel Expense Form, Student Accounting Services, Financial Assistance, Tuition Fees Explained, Semester MBTA Pass, Medical Insurance Waiver.
* [**Course Offerings,**](https://www.bu.edu/eng/files/2023/07/2023-Fall-Materials-Course-Schedule.xlsx) MSE specific courses, University Course Schedule, Course Descriptions
* **Poster Printing & Business Cards**

**Additional Resources**

**Graduate Programs Office**

* Administration (617) 353-9760
* Stacey Herman – Director, Graduate Programs, smherman@bu.edu
* Kirstie Miller - Director of Professional Education & Corporate Relations, kimiller@bu.edu
* Andrew L. Martin- Assistant Director, Enrollment Services, andmarti@bu.edu
* Debby Chiu-Assistant Director, Financial Aid dwchiu@bu.edu
* Stef Kane- Assistant Director of Admissions, LEAP Program, skane@bu.edu
* David Apostol- Data Analyst/Graduate Records, dapostol@bu.edu
* George Zhang - Senior Program Coordinator, gzhang1@bu.edu
* [**College of Engineering Forms**](https://www.bu.edu/eng/academics/resources/graduate-student-resources/grad-forms/)
* [**Online Application to Graduate**](https://www.bu.edu/eng/academics/resources/graduate-student-resources/apply-to-graduate/)
* [**Reduced Courseload**](http://www.bu.edu/isso/immigration-status/maintaining-status/courseload/)process for international students in their final semester. Students should apply for graduation before the start of the final semester to ensure compliance with ISSO guidelines.
* [**Graduate and Professional Student Life**](https://www.bu.edu/grad/grad-student-life/): Living in Boston, Health & Wellness, Student Groups & Associations, Kids & Family.
[**ENG Career Development Office**](https://www.bu.edu/eng/student-engagement-careers/careers/)(CDO), engcareers@bu.edu or 617-353-5769). Assists students in finding co-op/internships and permanent employment. Offers resume critiques, cover letter help, mock interviews, and career fairs and workshops.
* [**Career Development for Masters and Professional Students**](https://www.bu.edu/grad/cd-pd/career-preparation/)