
Doctoral Degree in Mechanical Engineering: Student Progress Checklist

Student: _____ Date started: _____

Department Advisor: _____

Relevant documents:

OSU Graduate School Survival Guide (ME office)

Mechanical Engineering Department Research and Graduate Study Web page, <http://mime.oregonstate.edu>

Thesis writing booklet (OSU Bookstore)

Graduate School Guidelines for the Graduate Council Representative (Graduate School office)

Student Check List

- 1. Identify major area (Design/Mechanics, Materials, Thermal/Fluids, Dynamics/Controls). An advisor will be assigned by the graduate committee for the student based upon this area.
- 1a. If you are on a financial aid appointment (GTA or GRA), you must register for a minimum of 12 credit hours per term.
- 2. After beginning course work but before the end of the third term of studies, a major professor who will guide your PhD degree research must be identified. If a major professor has not previously been determined, you are to contact professors working in your field of interest and ask them about research projects that they might have available that match your interests and abilities. One of these projects is to be selected after mutual agreement between the student and the professor. The major professor then becomes the adviser.
- 3. Identify minor professor(s). Get approval from major professor, then contact them with request to be your minor professor. A minor is not required.
- 4. During the first year develop a preliminary program with major professor. Write up program on form (see Graduate School web page). See Degree Requirements on the Mechanical Engineering web page.
- 5. Identify other professors to serve on your doctoral committee (5 needed - major professor, minor professor, graduate school representative and two others) and get approval from your major professor.
- 6. Go to the Graduate School and request a list of names for a Graduate Council Representative. Discuss this list with your major professor and identify first, second, and third choices for a representative. Contact them and request their willingness to serve. Ask questions about their on-campus schedule for the period that you will require their representation. If someone will be on sabbatical during a critical time of your work, you need to seek another person.
- 7. Schedule a meeting with doctoral committee to discuss, refine and approve program. Schedule room through ME office. Ten days notice is required, use Schedule Form (Graduate School office). Be prepared to make a short presentation about what it is that you want to research. You must be ready to justify certain courses on your program.
- 8. Generally after most of your important course work is completed, schedule an Oral Preliminary Exam (OSU Graduate School requirement). Schedule room through ME office. See the ME web page for details.
- 9. Do verbal and/or written follow-ups with professors to make sure they do not forget time and location of oral exam.
- 10. Pass the Preliminary Oral Exam.

- 11. Finish all course work.
- 12. Schedule meetings during your research efforts with members on your doctoral committee; a meeting with one professor at a time in their office is the best situation you can expect. Have them review your progress and provide guidance on your work.
- 13. Finish research.
- 14. Finish writing thesis.
- 15. Get approval from major professor to send our thesis 'review' copies to professors on committee and then send out copies for comments.
- 15a. Get approval from major professor to send copy to Graduate School.
- 16. Within weeks after sending out 'review' copies, send out request for Final defense meeting time to all professors. This is a scheduling challenge! Allow plenty of time to accomplish this step!!!
- 17. Provide verification that a technical paper based upon your research has been submitted for consideration and publication in a referred technical journal.
- 18. Contact Graduate School office and fill out Schedule Form for Final defense with date. They need 10 days prior notice so watch your dates carefully.
- 19. Make poster that shows your research work. After completing poster, have your major professor fill out and sign the "Poster Complete" form. This form indicates that you have finished your PhD poster and are now allowed to schedule a room for your defense. Forms are available in the ME office.
- 20. After turning in Poster Complete form to the ME office, schedule a room for your final defense and fill out seminar notice. Reserve audio/video equipment through the ME office.
- 21. Weeks before the final defense, conduct practice presentations with major professor.
- 22. Do verbal and/or written follow-ups with professors to make sure they do not forget the time and location of final defense.
- 23. Ten days before the final defense an announcement should be posted outside the ME office. See ME office for instructions.
- 24. Days before the final defense check room arrangements, audio/video equipment, refreshments, and any special equipment.

Other Information

GTA requirement information:

International students must have a TOEFL score of at least 550 before they can receive a teaching assistant appointment.

Graduate students should complete their degrees in a timely manner. A reasonable maximum amount of time for the PhD degree is four years. Graduate students who exceed this time limit will not be eligible for a teaching assistant appointment.