



***WELCOME***  
**Graduate Students**

**GRADUATE STUDENT  
HANDBOOK**

**Fall 2017**

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# Welcome from the Dean

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y On behalf of the faculty, staff and students in the College of Engineering (COE), it is my pleasure to welcome you to Lamar University. The College is committed to academic excellence and providing a nurturing environment for you to accomplish your goals.

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## **College of Engineering Mission Statement**

The mission of the College of Engineering is to provide students with high quality, accessible undergraduate and graduate engineering education, to engage and empower students with skills and knowledge to thrive in professional careers, and to save society through economic and technological development of Southeast Texas and beyond.

## **Office of Graduate Programs**

**Dr. C. Jary Lin, Senior Academic Advisor of Graduate Studies**

**Ms. Mary Givan, Assistant Director of Graduate Programs**

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## **Department Graduate Advisors**

### **Dan F. Smith Chemical Engineering**

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### **Civil & Environmental Engineering**

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### **Mechanical Engineering**

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# Knowing the Degree Requirements of Your Major

The COE offers the following graduate degree programs

**Master of Engineering (ME) – Chemical, Civil & Environmental, Electrical, Industrial, and Mechanical**

**Master of Engineering Science (MES) – Chemical, Civil & Environmental, Electrical, Industrial, and Mechanical**

**Master of Engineering Management (MEM) - Industrial**

**Master of Science (MS) in Environmental Engineering – Civil & Environmental**

**Master of Science (MS) in Environmental Studies – Civil & Environmental**

**Doctor of Engineering (DE) – Civil & Environmental, Electrical, Industrial, and Mechanical**

**Doctor of Philosophy in Chemical Engineering (PhD)**

The degree plans and minimum required credit hours are summarized in the table below

\*: For on thesis option, the thesis can be replaced by 12 hours of electives

\*\* : For those who do not have a Master's degree at time of admission

## Engineering Core Courses and Electives

Students working toward the ME, MES, MEM, DE and PhD degrees must have the following three courses to meet the core course requirements

**ENGR 5331: Engineering Ethics & Communication**

**ENGR 5332: Statistical Principles in Engineering**

**ENGR 5333: Mathematical Principles in Engineering**

*The three courses are offered in Fall and Summer semesters. The elective courses vary in each engineering department. There may also be additional course requirements as pre-requisites for graduate courses at department level. Consult with department graduate advisors for the course availability and details in your major. The description of all courses at Lamar University is available at*

*<http://catalog.lamar.edu/course-directory/>. Course syllabi and instructors' vitae are available at <https://sas.lamar.edu/cpa/syllabi/public/lamasyllabi.php>*

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**Animum of 15 semester hours of core courses that may include ENGR5331, ENGR5332 and ENGR5333 and those approved by department program advisor (Dr. Alberto Magrez, IE)**  
**Animum of 21 semester hours of electives as approved by department program advisor:**  
**Satisfactory completion of a final comprehensive examination**

**Master of Science in Environmental Engineering (MSEV)**

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and ENGR5333). Other courses approved by department graduate advisor (Dr. Ranun Zhai) may satisfy part of this requirement.

Satisfactory completion and defense of thesis (a minimum of 6 semester hours of ENGR5390 and ENGR5391)\*

\*With the approval of the student's graduate committee, the thesis can be replaced by 12 semester hours of electives and satisfactory completion of a final comprehensive exam.

## **Doctor of Engineering (DE)**

The Doctor of Engineering degree is designed to prepare engineers to study engineering problems of a complex nature and to develop solutions that address the most pressing engineering issues of the future. Competitive scholarship and assistantship are available for highly qualified students with research interests compatible with those of Engineering faculty.

- 1 All of the College of Graduate Studies general degree requirements**
  - 2 The student shall complete residency of at least one year**
  - 3 Completion of a total of 9 semester hours of core coursework (ENGR5331, ENGR5332 and ENGR5333). Exception to this rule must be approved by the Senior Director of Engineering Graduate Programs**
  - 4 Completion of a minimum of 18 semester hours of DE dissertation preparatory courses for students with a Master's degree at time of admission, or completion of a minimum of 36 semester hours of DE dissertation preparatory courses for students with a BS degree in engineering at time of admission. The preparation includes completion of one semester of ENGR6340, Justification of Engineering Project**
  - 5 Completion of a minimum of 4 semester hours of Professional Seminar (ENGR6110)**
  - 6 Completion of a card day qualifying examination designed by the student's dissertation committee. The purpose of this examination is to test the ability of the student to comprehensively relate the subjects of the study program and to ascertain the student's qualification to perform the field study. Students who pass the qualifying examination are admitted to card day. Students who fail to pass the qualifying examination are allowed to schedule re-examination within 6 weeks after the first attempt. Failing to pass the qualifying exam for the second time will remove the student from the DE program**
  - 7 After the student is admitted to card day, a research proposal must be presented to the doctoral dissertation committee within 6 months after passing the qualifying examination. Upon committee approval of the proposed engineering research through an oral defense, the research work is initiated**
  - 8 Completion of a minimum of 30 semester hours of DE dissertation courses (ENGR660B and ENGR660A) and satisfactory defense of DE dissertation**
  - 9 The DE degree must be completed within 10 consecutive years of study**
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# Academic Policies and Tips for Academic Success

Academic policies pertinent to Lamar Graduate Studies are detailed at the web pages of the College of Graduate Studies (<http://graduatestudies.lamar.edu/>, <http://graduatestudies.lamar.edu/foms.html>, and <http://graduatestudies.lamar.edu/thesisguidelines/index.html>). Below is a list of useful tips while you work toward your degree.

## Key Numbers to Remember

- 1** First go to person for academic questions – department graduate advisor
  - 2** Maximum number of graduate courses that can be taken outside your department (except MEM/MSVS programs)
  - 3** Minimum grade point average (GPA) to be maintained – important! See ‘Understanding the Grading Scale’ for more information
  - 9** Minimum credit hours required for full-time graduate students in fall/spring semester. Required for all intentional students except in the semester of graduation or students who take thesis or dissertation courses
  - 12** Maximum credit hours that can be taken during the summer period (your department may have additional requirement)
  - 15**
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# **Health and Safety**

## **University Police Department**

The Lamar University Police Department is an integral part of providing a safe and secure community. In addition, security cameras, strategically located across campus and adjacent parking lots, are monitored by the University Police Department 24 hours a day.

For emergencies from an on-campus telephone, contact the University Police Dept. (LUPD) by calling 7777 or 911. For off-campus emergencies, call (409) 880-7777.

For emergencies during a campus power outage (no phone credit card), call (409) 888-7023 or (409) 888-7024 for police dispatch. Non-Emergency calls on campus, Dispatch 8307, Administrative Office 8305 or TDD Phone 7305.

## **Effective Crime Prevention**

Effective crime prevention is often a matter of common sense and being aware of one's surroundings. Some basic ways NOT to be a victim follow:

**to evacuate from campus or possibly shelter in place. Therefore, every member of the campus community is encouraged to sign up for the emergency notification system (Comcast Ed). Members of the Lanar should sign up for access to the emergency notification system.**

**If You Are a Victim of a Sexual Assault**

**Tell someone**

**Collect your thoughts, then call the**

**University Police Department (880-7777)**



# Campus Employment

The best employment that a graduate student can have is as a research assistant. Explore research opportunities with the COE faculty. A good starting point is to get to know their ongoing projects and published work. If you can establish that you can enhance faculty's research opportunities will be there.

Here Acadral assists Lamar University students in finding on-campus employment. For more information, please visit: <http://www.lamar.edu/centerandtestingservices/lamarjobs/index.html>

## For International Students

F-1 students are permitted to work part-time, preferably as research assistants. Consult with department advisors regarding the hiring process.

The F-1 visa limits the number of hours international students may work up to twenty (20) hours per week on campus during academic sessions.

On-campus employment includes work done as a research assistant as well as jobs in the school library, cafeteria, and administrative offices.

Graduate students must maintain a 3.0 or higher GPA. Students that fall below the 3.0 scale will not be permitted to continue their employment.

F-1 students are required to obtain a social security number (SSN) through the Social Security Administration and have a background check before any on-campus employment.

For more information, please visit: <http://intentional.lamar.edu/oncampuservices/employment/oncampusemployment.html>

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