



Industrial & Systems Engineering New Graduate Student Orientation

Jeff Smith, Graduate Program Officer

LuAnn Sims, Graduate Coordinator

Jorge Valenzuela, Department Chair



The Graduate School

- Dean – Dr. George Flowers
- The Graduate School makes MOST of the rules and is ultimately responsible for admissions, enforcing graduation requirements, etc.
- Web site – <http://www.grad.auburn.edu>
 - Calendar of important dates
 - Forms
 - AU Bulletin (http://www.auburn.edu/student_info/bulletin/).
 - Tiger Cub (<http://auburn.edu/tigercub/>)

INSY People

- Administration
 - Dr. Jorge Valenzuela, Department Chair
 - Dr. Jeff Smith, Graduate Program Officer (GPO)
 - Ms. LuAnn Sims, Graduate Coordinator and Undergraduate Student Advisor
- Staff
 - Ms. Linda Pitchford
 - Ms. Ramona Shierling-Nelson
 - Ms. Barbara Swanson
- Graduate students – approximately 110 on campus + 30 outreach
- Undergraduate students – approximately 220

INSY People – the Faculty

Regular Faculty

- Jerry Davis
- John Evans
- Kevin Gue
- Chase Murray
- Chan Park
- Rich Sesek
- Alice Smith
- Jeff Smith
- Jorge Valenzuela

Emeritus / Adjunct / Instructors

- Robert (Bob) Bulfin
- JT Black
- Tom Devall
- Nathan Dorris
- Saeed Maghsoodloo
- Woojin Park
- Robert Thomas
- Lewis Payton
- Rick Reynolds
- LuAnn Sims

Information

- INSY Web site – <http://www.eng.auburn.edu/ie>
 - Course schedules
 - Graduate core courses
 - General information on the department, faculty, etc.
 - FAQ -
<http://www.eng.auburn.edu/insy/programs/grad/frequently-asked1.html>
- Departmental mailboxes (faculty and students)
 - 3301 Shelby (the copier room)
- Graduate Student Email List
 - All graduate students should sign-up
 - <http://mailman.eng.auburn.edu/mailman/listinfo/insy-grad>

Email

- Email is the preferred method of official communication within the department
- *Please use your official Auburn email account to send/receive email whenever possible*
- For administrative issues, also included you Banner ID number in correspondence

Graduate Degrees Offered

- **MISE**
 - At least core courses, 12 hours of electives, design project *or* additional 3 hour elective
- **MISE/MBA**
 - Same as MISE plus MBA courses
- **MS**
 - At least core courses, at least 9 hours of electives, thesis, oral exam
- **PhD**
 - At least core courses, areas of specialization, general exam, dissertation, oral exam (≥ 60 hours)

Background Course Material

- We assume that you have the equivalent of an undergraduate IE degree:
 - Calculus-based probability and statistics (STAT 3600/3610)
 - Operations research (INSY 3400/3410)
 - Engineering Economy (INSY 3600)
 - Other IE background (production/manufacturing systems, ergonomics, quality control, etc.)
- <http://eng.auburn.edu/programs/insy/programs/grad/required-background.html>

Core Courses

- 5 courses – 15 total hours
- All Students Take
 - INSY 7300 – Advanced Engineering Statistics I
 - INSY 6600 – Manufacturing/Production Economics
 - INSY 7420 – Linear Programming/Networks
- Plus choose two of the following four:
 - INSY 7030 – Manufacturing Systems Design
 - INSY 7240 – Production and Inventory Control Systems
 - INSY 7400 – Simulation Modeling and Analysis
 - INSY 7060 or INSY6010 – Ergonomics 1 (7060) or Safety Engineering (6010)

Course Offerings

- Core courses:
 - Offered once a year
 - Try to offer these during the same semester each year. Tentative schedule is on the web page.
- Elective courses:
 - Some offered once a year, others offered every other year
- <http://eng.auburn.edu/programs/insy/programs/grad/core-courses.html>

Seminar

- Every INSY graduate student is expected to enroll in INSY 7950, Seminar. Attendance will be taken and is mandatory. This course features guest speakers on state-of-the-art topics in Industrial Engineering. This course is an important part of your professional development.

English Proficiency

- For international students:
 - INTL 1800 – Oral proficiency
 - INTL 1820 – Classroom communications (required for TAs)
 - INTL 1830 – Writing proficiency
- More advanced courses:
 - ENGL 3040 – Technical writing
 - ENGL 3080 – Business Writing

Course Registration

- Most graduate students in our department take 3 or 4 courses + Seminar. If you have a teaching or research assistantship, 3 would be a better choice for your first semester.
- If you have trouble registering, for courses, Ms. Sims can help you – Check the FAQ section of the web site for details.
- *The majority of our students who get in academic trouble do so because they try to take too many courses in a given semester.*

Academic Standing

- To be in good academic standing, you must have a cumulative GPA of at least 3.0
 - Academic Probation
 - Happens if at the end of any semester, the cumulative GPA falls below a 3.0.
 - Academic Suspension
 - Happens if the cumulative GPA remains under 3.0 after the next 9 credit hours of graduate enrollment after being put on probation.
 - Remediation plan approved by the department and the Dean of the Graduate School
- ***STAY IN GOOD STANDING***

Graduate Advisor

- All incoming students are advised by the GPO
- Coursework-only option
 - the GPO serves as permanent advisor and you do not need a committee.
- Project and Thesis options
 - After completing approximately 10 hours of course work, you choose a permanent advisor
 - You and your advisor choose a committee of two or more additional faculty members

Plan of Study (POS)

- POS should be completed after completing approximately 10 hours of coursework (<http://graduate.auburn.edu/gspoststudent/>), but cannot be done until you have selected a committee (where appropriate)
- ***Cannot graduate the term that the POS is approved***
- Approved online by all committee members, the department chair, and the graduate dean.

Teach/Research Assistantships

- Limited departmental funds – if you do not currently have an assistantship, work hard and maybe you can earn one
- We try to provide office space for all graduate students, but TA/RAs get priority
- If you are on a TA/RA appointment, you cannot have another job without departmental approval
- Dr. Jorge Valenzuela will discuss the TA/RA process further

Course Schedule

- Core courses are generally only offered once a year – delaying can cause long delays in graduating
- Selection of electives is done in conjunction with your advisor – electives should build depth in a topic of interest
- TA/RA and International students should register for at least 10 hours/semester
- ***You are primarily responsible for the selection of specific courses you wish to take during your academic career***

Research Ethics

- It is important to follow accepted research practices
 - NO PLAGIARISM
 - Tiger Cub defines this as cheating (p. 89)
 - Absolutely must use quotes and reference the source of information
 - For other ethics violations, see the following web site for additional information:
 - <http://www.fis.ncsu.edu/Grad/ethics/modules>
- *INSY departmental policy that no one convicted of academic dishonesty can have departmental financial support.*

Plagiarism

- *Even copying more than one continuous paragraph from the same source may be defined as plagiarism.*
- *Reference at the end of is not sufficient – must also use quotation marks*
- *We are more concerned with your ideas than perfect English.*

Welcome to Auburn!

Please keep in mind that *you* are ultimately responsible for your graduate program – learn the requirements, study the electives, meet the faculty and make the most of your graduate education!



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