

INFORMATION FOR MASTER DEGREE STUDENTS
IN MATERIALS SCIENCE AND ENGINEERING
2014-2015

September 17, 2014

Dear Incoming MS Graduate Students,

Welcome to our Department!

This booklet is prepared to aid you in your educational endeavors. Please read it carefully and be aware of the requirements and responsibilities described. The information supplied herein is more specific than that in the Graduate School's *Policy, Program, and Course Catalog*. You should also familiarize yourself with the general regulations of The Graduate School.

We hope your stay with us will be a most rewarding and pleasant experience. I look forward to getting to know you and working with you. I am always (well, almost always) available to help you with problems and to discuss your life at Northwestern. Please feel very free to come in to see me.

Michael J. Bedzyk
Professor and Chair

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INFORMATION FOR MS GRADUATE STUDENTS

Welcome to the Materials Science and Engineering Department. Please keep and refer to this booklet throughout your tenure as a graduate student. Every effort has been made to anticipate your questions. You are responsible for knowing this material!

I. ADVISING

Professor Yip-Wah Chung serves as the MS program Director and advisor to MS students. The Director of Graduate Studies is also available to assist you in selecting courses. You will have time to meet with your advisor and/or the Director of Graduate Studies before online course registration for new students begins on September 19th, and during orientation on September 17th.

II. MS DEGREE REQUIREMENTS

A. Course Load

The MS degree requires a total of twelve courses. Eight of the twelve must be advanced MSE courses, of which 5 must be 400 levels, as listed in the *Policy, Program, and Course Catalog*:

<http://www.tgs.northwestern.edu/academics/academic-services/index.html>

Classes must be taken for a grade rather than pass/fail.

Students in the Northwestern-Shanghai Jiao Tong University dual MS program are subjected to additional requirements. Please consult Prof. Chung for details.

Students in this program are not eligible for financial support from the department. Current PhD students may not transfer to the MS program after financial support has been accepted.

B. Part-time Students

Part-time students may study for the MS degree in Materials Science and Engineering. Responsibility lies with the student to be aware of modified residency requirements and other conditions described in the *Policy, Program, and Course Catalog*:

<http://www.tgs.northwestern.edu/academics/academic-services/index.html>

III. GENERAL INFORMATION

A. Pass/No-Credit Option

Students working toward an MS in Materials Science and Engineering may not use courses taken on a P/N basis to satisfy course requirements.

B. Academic Honesty

Students are strongly advised that originality is essential in all laboratory reports, term

papers, exams, etc. associated with graduate work. Students are required to do their own work. Ideas, data, or word-for-word quotations taken from other sources (including the work of fellow students) must be appropriately referenced; otherwise plagiarism will have been committed. The following statements should help define what is meant by "appropriately referenced":

a. All ideas, data, mathematical expressions, and word quotes taken from the works of others should be clearly and directly referenced to the original author. This is best accomplished by listing a reference number after the material with the numbered references appearing at the end of the manuscript. The following format is also acceptable:

"The equation can be derived following the approach of Jones³³ as follows:..."

b. Word for word quotes must have quotation marks at the beginning and end and be referenced in the manner described above.

c. Photocopied figures should be referenced as described in a. above.

d. Redrawn figures or plots made from other people's table of data can be appropriately labeled "after Smith⁴³".

e. Each person should receive proper recognition for contributions made.

Special note: group collaboration on homework assignments is at the discretion of the professor. Unless otherwise stated, students are expected to turn in their own original work.

In accordance with Graduate School regulations, "All cases of alleged academic dishonesty involving students of The Graduate School are to be referred by members of the faculty to the Dean of The Graduate School" as well as the Associate Dean of Graduate Studies of McCormick. A student found guilty of academic dishonesty runs the risk of being dismissed immediately from the graduate program.

On Being a Scientist by the Governing Board of the National Research Council is available at:

www.nap.edu/catalog.php?record_id=12192

Northwestern's *Guidelines for Investigators in Scientific Research* is available online at:

www.research.northwestern.edu/ori/misconduct/documents/GuidelinesforInvestigatorsinScientificResearch.pdf

These two documents discuss ethical standards in the scientific community. Students should be familiar with the contents of these two documents. The Department expects

the highest levels of integrity from students and faculty.

C. Student Support and Conflict Resolution

The department has designated the following representatives as points of contact to interact in a confidential manner with students who have concerns as they arise:

Mike Bedzyk, Department Chair
 Lincoln Lauhon, Associate Department Chair
 Kathleen Stair, Assistant Department Chair
 Bridget Sweeney Marino, Department Business Administrator

Students who would benefit from support due to personal difficulties or interactions with persons outside the department are encouraged to contact any of the above representatives for guidance to appropriate university counseling resources. Students who have concerns arising from personal interactions within the department should raise said concerns as early as possible with any of the above representatives. We encourage students with a personal conflict to first attempt to resolve the conflict by speaking directly with the other party. If the student is not comfortable doing so for any reason, or the student is not sure whether there really is a “problem”, B and Kathleen Stair serve as confidential, non-research faculty points of contact. If a problematic situation is identified, and the student agrees, the Department Chair will be informed of the situation and the plan to address the conflict. If at any time the student feels that his or her concerns are not being understood or addressed, he or she may contact the Department Chair directly.

D. Consumption of Alcoholic Beverages

Consumption of alcoholic beverages in Cook Hall, except at official departmental functions is incompatible with sound safety and work-place practices and is therefore unacceptable. We expect our students to abide by Illinois laws concerning all controlled substances.

E. Student's File

Folders are kept in the department offices for each student. They contain application materials, approved study programs, grades for completed courses, current address, phone numbers, etc. In accordance with Government regulations a student is allowed access to his file after submitting a written request to the department. Educational records cannot be released to any outside agency without the student's written consent.

F. Change of Address

The Department Office must be notified of any change of address. Students may change their addresses in CAESAR.

The US Citizenship & Immigration Services (USCIS) requires every international student or scholar to report a change of address within 10 days of the move. It is critical for F-1 and J-1 students to update their address in CAESAR immediately upon their relocation. For J-1 and H-1 scholars, they will need to inform the international office as

soon as possible. All F-1 students, J-1 students and scholars, and H-1B scholars will also need to complete a change of address form (AR-11) available on the USCIS website at: uscis.gov/. Failure to do so will be a violation of their F1 or J1 status and could result in severe consequences for them and their dependent(s)!

G. International Students

Upon arrival all international students must register immediately with the International Student Office, 630 Dartmouth Place, Evanston Campus, who will act as adviser on all matters concerning visa renewals, etc.

H. Colloquium Series

The Department organizes, at considerable expense, the colloquium series, "Advances in Materials Science". Its primary purpose is to broaden the education of each graduate student by bringing to campus the leaders in our field. Attendance is required of all graduate students.

I. Safety

Although the University and faculty project advisers strive to maintain a safe environment, students must continually be vigilant regarding safe laboratory practice and equipment. No amount of information and training can replace common sense on the part of the experimenter. If you are uncertain about the safety of a procedure, contact your lab instructor, a member of the Department Safety Committee, or the Office of Research Safety, (1-5581).

The department has taken a number of steps to help provide a safe environment for your research. Each incoming student is given a copy of the Cook Hall Emergency Plan, which describes the building's alarm system and evacuation procedures. You must read this material carefully and retain it for future reference. Safety glasses and appropriate clothing must be worn at all times when carrying out experiments in the laboratory or the shop. Safety glasses are available through the Chemistry Storeroom. Handbooks of dangerous materials and lists of biohazardous/carcinogenic chemicals are available from Research Safety in Tech NG71. Attendance at department safety meetings is required.

Special safety procedures apply to the Instrument Shop. Students are encouraged to use certain shop equipment provided they are familiar with the equipment.

Students are not to enter the office of a faculty member at any time when the faculty member is not present, and students may not be in the Department Office after normal working hours, generally 8:30 AM to 5:00 PM.

J. Computer/Design Labs

Computers (both Mac and PCs) are available for individual use in the Bodeen-Lindberg Materials Design Studio in Tech C115. Access is generally limited: classes and MSE undergraduates are given first and second priority use of the machines. The room may be unavailable during lab periods. These facilities are intended for academic use only. New students are assigned a user ID based on their NU net ID. Other individuals who require

access may submit their request to the lab/studio managers, Dr. Kathleen Stair in Cook 2068. Managers must be consulted prior to addition or deletion of any software or hardware on these systems, or in the event of system malfunctions. Access to the lab is by an access code for a numeric pad (Tech C115). Please do not share the access code with non MSE people.

K. Mail Service

Mail is delivered once a day to the Department Office, usually around lunchtime. You will find your mail and messages in your mailbox. It is advisable to check your mail frequently. Use of the University mailing address for personal mail is not allowed by NU regulations. The outgoing US mail basket in the office is for university business only.

L. Photocopying, Copy Cards, and Faxing

Copy cards for use in copying machines at the library are available through the Wildcard Office or at Seeley Mudd Library. Photocopying services are also located at Norris Center and 2020 Ridge for large orders.

A fax machine is located in the Department Office. Long distance faxes require an access code. See the department for personal faxes.

M. Automobile Regulations

The University Police Parking Division controls the NU parking lots. Students requiring a sticker that will enable them to park in the various University parking lots should obtain an application from the Parking Office located at 1819 Hinman, Evanston (open Monday through Friday, 8:00 A.M. to 4:00 P.M.). Applications are issued upon presenting your University I.D. card, driver's license and payment of a fee. Additional information can be found at:

www.northwestern.edu/up/parking

For your information, all students who park cars on campus are required to register the car with the Parking Office. Bicycles should also be registered.

N. The Materials Science Student Association (MSSA)

The MSSA was established in 1960 as the Student Chapter of ASM/AIME. Jointly with the undergraduates' Materials Science Club, it is an official student chapter of ASM and TMS-AIME. The officers serve as liaison to the Faculty and Department administration in representing the students' interests. They also organize various social and professional activities throughout the year. Students are automatically members and are encouraged to participate. For international students the club provides valuable interaction for the development of English proficiency.

O. U-Pass

All students will receive a U-Pass, which allows unlimited rides on the CTA. Information about use of the U-Pass and distribution dates is available at:

www.tgs.northwestern.edu/studentlife/Upass/

P. Bike Riding and Skateboarding

For safety reasons, bike riding and skate boarding are prohibited in the corridors of Tech and Cook. In addition, bikes may not be stored in labs or in public spaces in the building.